

**Hanover County Government**  
Department of Public Utilities  
Utility Supervisor – Construction  
Salary: \$47,438.17 - \$50,000.00 Annually

**General Description:** This is a supervisory, technical position. The incumbent performs supervisory, field and related duties involved in the maintenance and repair of Hanover's water distribution and sewer collection systems.

**Organization:** The Utility Supervisor of Construction reports to the Assistant Chief of Operations and Maintenance and supervises Utility Technicians.

**Essential Functions:**

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Responsible for planning, training, coordinating and supervising the daily activities of the Construction group.
- Troubleshoots and manages emergencies as they arise.
- Ensures that work activities are carried out in compliance with applicable OSHA standards and regulations.
  
- Ensures that work activities are carried out in accordance with the Underground Utility Damage Prevention Act.
- Prepares reports and maintains records associated with the group.
  
- Assists with budget preparation
  
- Assists with procuring equipment and supplies required for the activities of the group.
  
- Approves invoices related to the activities of the group.
- Performs related work as assigned.

**Construction Group Only:**

- Plans, coordinates and supervises the maintenance and repair of water distribution and sewer collection systems.

**Working Conditions:**

- A. Hazards
  - May be exposed to chemicals, dust, fumes, noise, wastewater, vibrations and repetitiveness
- B. Environment
  - Office
  - Field – May be exposed to adverse weather
- C. Physical Effort
  - Intermittent lifting of objects up to fifty (50) pounds
- D. Non-exempt

**Knowledge, Skills and Abilities:** Extensive knowledge and experience in the repair and maintenance of water distribution and wastewater collection systems, required. Knowledge of occupational hazards and precautions, required. Ability to review and understand utility record drawings, required. Must be able to assign and supervise the work of others. Computer skills and experience with software such as Outlook, Word and Excel, required.

**Construction Group:** Experience in the operation of the heavy equipment utilized in the maintenance of water distribution and wastewater collection systems, required.

**Education, Experience and Training:** High school diploma or equivalent required with experience in utility installation, repair and maintenance in assigned group required. Must have supervisory experience. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Must obtain a Class A Commercial Drivers License (CDL) within six (6) months of employment
- Pre-employment Physical Examination/Drug Testing/Breath Alcohol Testing and repeated in accordance to policy thereafter
- Twelve-month probationary period
- Essential staff designation
- Work beyond normal work schedule
- Must wear uniform, including safety equipment
- Audiometric testing

**For more information or to apply for this position, please visit our career site at:**  
[www.hanovercountyjobs.com](http://www.hanovercountyjobs.com)