

Operations Supervisor

Rockbridge County Public Service Authority is searching for an Operations Supervisor. This position performs skilled technical work planning, directing, scheduling, supervising, and participating in the operation, maintenance, and repair of water and sewer lines, wells, meters, hydrants, pump stations, and related facilities, preparing and maintaining logs, records, and reports, and related work as apparent or assigned. Candidates must have a high school diploma or GED and experience in the maintenance, repair, and/or construction of water and sewer systems including supervisory experience, or equivalent combination of education and experience. Possession of or ability to obtain a valid Class A commercial driver's license with a tanker endorsement issued by the Commonwealth of Virginia and an Intermediate Work Zone certification within six months of employment. Possession of Class IV Waterworks License and Erosion and Sediment certification within first year of employment. Starting salary is \$40,000. RCPSA offers a competitive benefits package including paid holidays/vacation/sick leave and participation in the Virginia Retirement System. Open until filled with preference given to applications received by November 25th. Please visit www.rockbridgecountyva.gov for job description and application. Salary requirements and resume must be included with application and should be submitted to mtomlin@rockbridgecountyva.gov. RCPSA is an Equal Opportunity Provider and Employer.

Operations Supervisor

Dept/Div: Maintenance/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult skilled technical work planning, directing, scheduling, supervising, and participating in the operation, maintenance, and repair of water and sewer lines, wells, meters, hydrants, pump stations, and related facilities, preparing and maintaining logs, records, and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Operations Manager. Divisional supervision is exercised over all personnel within the division.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Plans, directs, prioritizes, and assigns work orders related to the operation of the sewer collection system, water distribution system, wells, pump stations and related facilities.

Manages the SCADA system; responds to calls and alarms; monitors settings and levels.

Supervises all personnel engaged in the operation, maintenance, installation, repair, rehabilitation, or construction of water and sewer lines and related facilities; assigns, directs, trains, and inspects the work of staff; coaches, counsels, and evaluates staff performance; develops staff schedules.

Oversees and participates in major water and sewer system maintenance and construction projects including leak repairs, line replacement, pump station equipment maintenance and repair, vehicle and equipment maintenance, etc.

Enforces safety and other procedures and regulations; ensures compliance with policies and procedures; educates crew members on how to perform tasks and in a safe manner.

Sets up work zones and flags traffic; locates utilities, reads water meters, and performs work orders as needed.

Collects water samples for testing.

Orders equipment and supplies.

Obtains quotes and/or estimates for materials and services for budget purposes; prepares requisition requests for supplies and services; places orders for materials and services after obtaining the necessary authorization.

Oversees State inspections to ensure the system is operating in compliance with Federal, State and local laws, regulations and policies.

Interacts with a variety of local and State agencies as required.

Consults with the Operations Manager; assists with plan reviews of additions, repairs, or replacements to the water and sewer systems.

May perform the duties of Maintenance staff as needed or required.

May be required to work outside normal work hours in on-call and emergency situations.

Knowledge, Skills and Abilities

Thorough knowledge of the theory, processes, methods, techniques and practices used in the repair, maintenance, rehabilitation and construction of water and sewer lines; thorough knowledge of the machines, tools, equipment and materials used in operation, maintenance and repair of water and sewer systems; thorough knowledge of the mechanical and hydraulic engineering principles involved in water and sewer operation; thorough knowledge of the occupational hazards and safety precautions necessary to work on water and sewer systems; ability to operate the equipment involved in the operation and maintenance of a water and sewer system; ability to troubleshoot, detect and repair flaws in the operation of mechanical equipment; ability to delegate authority and to plan, lay out and supervise the daily technical and maintenance operations; ability to understand and follow oral and written instructions and give same in an understandable way; ability to establish and maintain effective working relationships with associates, engineers, local and state agencies, contractors, vendors, and the general public.

Operations Supervisor

Education and Experience

High school diploma or GED and considerable experience in the maintenance, repair, and/or construction of water and sewer systems including considerable supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, climbing or balancing, tasting or smelling, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and traffic and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, confined spaces and trenches; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of or ability to obtain valid Class A commercial driver's license with tanker endorsement issued by the Commonwealth of Virginia and an Intermediate Work Zone certification within six months of employment.
Possession of Class IV Waterworks License and Erosion and Sediment certification within first year of employment.

Last Revised: 9/11/2020