

## **POSITION SUMMARY AND APPLICATION INSTRUCTIONS**

The Roxbury Twp. Water Dept. is accepting applications for a full-time position. This position is responsible for the daily supervision, management and system operations to ensure a reliable potable water source and compliance with all Federal, State and Local regulations. Additional responsibilities include preparation of all reports to NJDEP and maintenance of all sampling plans; requisitions parts, supplies and chemicals and maintains all records relating to personnel, equipment and supplies, assists Township Engineer with the capital and operating budgets and associated short and long term system improvement planning. The candidate shall hold NJDEP Treatment T2 and Distribution W2 licenses and have ten (10) years experience in the water industry.

Send applications and resume to: Michael A. Kobylarz, Township of Roxbury, 1715 Route 46, Ledgewood, NJ 07852 or [kobylarzm@roxburynj.us](mailto:kobylarzm@roxburynj.us)

## **JOB DESCRIPTION**

### **WATER UTILITY SUPERVISOR**

#### **GENERAL PURPOSE**

Supervises the day-to-day management and operation of the Department to ensure system reliability and compliance with all Federal, State and Municipal regulations and standards. Performs professional management, administrative and supervisory duties in directing and assisting with the daily activities of the department. This employee is accountable to the Township Engineer for proper operations and maintenance of the system.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Schedules, directs and assists in meter reading, maintenance and repair of water pumps, other equipment and facilities, installation and removal of water meters, valves and related equipment.

Monitors system operations, checks pumping stations condition and operation, mixes chemicals for raw water treatment, takes water samples and water quality readings.

Coordinates major department policies, plans long and short-range programs, budget preparation, personnel management and participates in major technical and administrative matters with other departments.

Trains, supervises, assigns and disciplines employees performing the duties of maintenance, construction and repair of all water distribution and treatment facilities.

Evaluates department procedures to formulate recommendations to improve processes and techniques and incorporate into the standard operating procedures manual.

Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of water distribution, storage and treatment systems and all other department facilities.

Inspects and supervises the repair of water quality equipment, water distribution systems, well houses, meters, and treatment systems at frequent intervals to ensure that all aspects of the system are functioning properly.

Responds to emergency calls and works overtime hours on an as needed basis as part of the Department on call system.

Prepares monthly/quarterly reports and maintains all sampling plans in accordance with NJDEP requirements and corresponds directly with NJDEP to address any issues.

Supervises various capital improvements, and coordinates system equipment repairs/replacements. Reviews/creates bid specifications for the purchase of materials and equipment.

Ensures the sampling techniques used by staff are compliant with best practices as required by NJDEP and industry standards.

Requisitions needed parts, supplies and chemicals for the Department and maintains a variety of records relating to personnel, equipment, and supplies. Analyzes annual operating costs and makes recommendations for Department budget.

Operates and maintains all water system equipment in accordance with industry standards and the Water Quality Accountability Act.

Advises Township Engineer and Township Manager in matters relating to department activities; provides information to various civic, educational, and public groups and individuals regarding water distribution and treatment problems and services.

Schedules equipment calibration and is proactive in preventative maintenance of all equipment and instrumentation.

Ensures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies.

Responds to customer complaints regarding water system failures, leaks, or other problems; evaluates situation, determines if liability lies with the Township or the property owner; explains findings to property owners and notifies appropriate crew for repair in a timely manner.

Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and work zones, and monitoring work in progress.

Assists in the design and installation of new water distribution or treatment lines, motors, pumps, and related mechanical systems and facilities.

Coordinates with NJ One Call and other utilities/contractors for locations of utility systems.

## **PERIPHERAL DUTIES**

Operates a variety of power construction and maintenance equipment used in the Department.

Performs other duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

Graduation from high school or GED equivalent.

Ten (10) years of experience in potable water treatment and distribution, including five (5) years of supervisory experience relating to the construction, repair and maintenance of water distribution and treatment systems including the operation of related maintenance equipment; or

Any equivalent combination of education and experience in the potable water industry.

Computer skills including Microsoft Word and Excel.

System monitoring software (Mission).

Meter reading/billing software.

Necessary knowledge skills and abilities:

Thorough knowledge of equipment, facilities, materials, methods and procedures used in water distribution and treatment systems; knowledge of water pipe installation, connection and repair; knowledge of water wells and storage tank operation and maintenance, basic electrical and mechanical skills.

Skill in operation of all tools and equipment needed to perform the work associated with water system operations.

Ability to interpret specific chemical analyses; ability to guide, direct and motivate employees; ability to organize and supervise the activities of various crews performing construction and maintenance work; ability to communicate effectively, verbally and in writing; ability to accurately read and interpret engineering plans and drawings; ability to establish and maintain effective working relationships with employees, other departments and the public.

Ability to apply mathematical skills including fractions, ratios and percentages.

## **SPECIAL REQUIREMENTS**

Valid NJ driver's license.

NJDEP Public Water Treatment System classification of T2 and Water Distribution System classification of W2 licenses or higher.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is regularly required to use hands and fingers to feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to sit, stand, talk and hear. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical

parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **SELECTION GUIDELINES**

Formal application, evaluation of education and experience; oral interview for selected candidates and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.