



JOB ANNOUNCEMENT

General Public

OPEN DATE: August 9, 2022

CLOSE DATE: Until Filled

JOB TITLE: Water Distribution Supervisor (2 Full-Time)

PAY RATE: \$17.98 (Based on experience)

DEPARTMENT: Utilities

DIVISION: Water

SUMMARY:

Receives supervision from the Utility Director. Supervises water operation maintenance and system expansion personnel. This is a regular status position that assists the water director in the operation, maintenance, and expansion of the city's water system. Also assists water director in planning and budgeting "Water Capital Projects".

DUTIES AND RESPONSIBILITIES

- Assists Water director in the daily operation, maintenance and expansion of the city's water system.
- Includes the supervision responsibilities of personnel responsible for performing in the areas of operation, maintenance and system expansion.
- Assists in the planning and preparing of budgets necessary to initiate capital projects necessary to operate, maintain & expand the water system.
- Supervises the maintenance of consistent operation, maintenance, and expansion of the water system.
- Plans and proposes to water director, training, educational programs, and opportunities to insure certified work crews.
- Insures adherence to all applicable safety policies and standards necessary to insure safe working conditions for work crews and the general public.
- May be required to perform other duties as assigned.
- Plans, organizes, schedules and directs the work of personnel engaged in the construction, maintenance, repair and operation of the water distribution and supply systems.
- Aids in reviewing activity reports, works programs, schedules, and evaluations.
- Aids in establishing training programs and overseeing their development.
- Aids in initiating and designing specifications for supplies to be used.
- Aids in the making and overseeing of departments along with approving payouts in behalf of water department along.
- Aids in resolving customer complaints when customer service personnel cannot resolve.
- Aids in record keeping and reporting to appropriate state and federal agencies.

MINIMUM JOB QUALIFICATIONS

- High School Diploma or G.E.D.

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- Minimum of eight (8) years experience in the water utility field, plus some construction and supervisory experience.

EMPLOYMENT REQUIREMENTS

- A valid insurable New Mexico driver's license

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively verbally and in writing.
- Ability to understand and interpret technical materials related to the total water systems functions and system financing.
- Ability to supervise personnel.
- Ability to deal effectively with other organizations and the public.
- Knowledge of all phases of the water operations.
- Knowledge of E.I.D. and State Regulations.
- Knowledge of all federal, state and local laws pertaining to the operation of the water system.
- Knowledge of safety procedures related to Water Division and ability to implement them.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

STAMINA:

- Sitting is an occasional but essential requirement of the job. Duties performed during sitting are:
 - Filling out reports
 - Logging of daily work
 - Answering telephone
 - Reviewing manuals
- Walking is an occasional but essential requirement of the job. Inspection of work sites.
- Attending meetings.
- Measuring for future planning of water system.
- Sprinting/running is non-applicable to the job.

FLEXIBILITY:

- Bending or twisting at the neck more than the average person is an occasional requirement of the job.
- Bending or twisting the trunk more than the average person is an occasional requirement of the job.
- Squatting/stooping/kneeling is an occasional requirement of the job.
- Reaching above the head is a non-applicable to the job.
- Reaching forward is an occasional requirement of the job.
- Repeating the same hand, arm, or finger motion many times is an occasional but essential requirement of the job.

ACTIVITIES:

- Climbing (on ladders, into large trucks, etc.) is an occasional but essential requirement of the job.
- Hand/grip strength is an occasional requirement of the job.
- Driving on the job is a frequent requirement of the job.
- Typing non-stop is non-applicable to the job.

USE OF ARMS AND HANDS:

- Manual dexterity is an occasional requirement of the job.
- Finger dexterity is an occasional requirement of the job.

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LIFTING:

- Lifting of items that weigh between 10-25 lbs., and 26-50 lbs., is an occasional requirement of the job.
- Lifting of items is from floor to waist.
- Examples of items that weigh 26-50 lbs. are:
 - 6 inch valve
 - Tees
 - Pipe fittings
 - Tamper
- Examples of items that weigh between 51-75 lbs., and 76-90 lbs. are non-applicable to the job.

PUSHING/PULLING:

- Pushing/pulling of items that weigh between 25-50 lbs., and 50-75 lbs., are an occasional requirement of the job.
- Pushing/pulling of items that weigh between 75-90 lbs., and over 90 is non-applicable to the job.
- Examples of items over 50 lbs. that are pushed/pulled are:
 - Water pump
 - Tapping machine
- When pushing/pulling occurs items are sometimes on wheels.
- Terrain items are pushed/pulled on are:
 - Blacktop/pave road
 - Concrete
 - Other rough outdoor surfaces

WORKING CONDITIONS: Working conditions are the physical surroundings of an employee in a certain job.

- Working inside is a frequent requirement of the job.
- Working outside is an occasional but essential requirement of the job.
- Working in temperatures below 32 degrees is an occasional requirement of the job.
- Working in temperatures above 100 degrees is non-applicable to the job.
- Walking on slippery surfaces is an occasional requirement of the job.
- Being soaking wet is an occasional requirement of the job.
- Working over 6 feet off the ground is an occasional requirement of the job.
- Working in confined spaces and/or cramped body positions is non-applicable to the job
- Working in loud noise areas (where you have to raise you voice to be heard) is an occasional requirement of the job.
- Exposure to welding flash or microwaves while doing the job is non-applicable to the job.
- Close exposure to VDT's, CRT's or UV rays (other than sunlight) is an occasional risk of the job.
- Exposure to sunlight is an occasional risk of the job.
- Handling or being in machinery that is vibrating is an occasional requirement of the job.
- Working where there are sudden temperature changes is non-applicable to the job.
- Working where there are sudden changes in air pressure, or very high or low air pressure is non-applicable to the job.
- Risk of getting a minor injury is occasional to the job.
- Risk of getting a major injury is occasional to the job.
- Risk of being bitten by animals or insects is occasional to the job.
- Exposure to infection is non-applicable to the job.
- Exposure to silica or asbestos dust (cement or concrete powder) is an occasional risk of the job.
- Exposure to other types of dust is non-applicable to the job.
- Exposure to environmental allergens is an occasional risk of the job.

- Exposure to x-rays or radioactive isotopes is an occasional risk of the job.
- Contact with oils or other petroleum products is an occasional risk of the job.
- Exposure to solvents, degreasers, pesticides, and/or herbicides is non-applicable to the job.
- Exposure to gases, fumes, sprays, etc. is an occasional risk of the job.
- Meeting deadlines with severe time constraints is a frequent requirement of the job.
- Interacting with the public, other workers, etc. is a frequent requirement of the job.
- Irregular or extended work hours are a frequent requirement of the job.
- Working alone is a frequent requirement of the job.
- Direct Responsibility for safety, well being, or work output of other people is a continuous requirement of the job.
- Multiple demands from several people are a continuous requirement of the job.

PHYSICAL ABILITIES/ACTIVITIES: Physical abilities and activities are physical activities and sensory perceptions that are essential to the job.

VISION:

- Seeing objects/persons at a distance is a frequent requirement of the job.
- Seeing close work such as typed or handwritten material is a continuous requirement of the job.
- Being able to tell the difference among colors is a frequent requirement of the job.
- Having very good depth perception is a frequent requirement of the job.

HEARING:

- Hearing conservation in a quiet environment is a continuous requirement of the job.
- Hearing conversation in a noisy environment is a frequent requirement of the job.
- Ability to tell where a sound is coming from is an occasional requirement of the job.
- Hearing differences among bells, buzzers, beeps, horns, etc., is an occasional requirement of the job.

SPEECH/COMMUNICATION:

- Communicating through speech is a continuous requirement of the job.

USE OF PERSONAL PROTECTIVE EQUIPMENT: Personal protective equipment is a frequent and continuous requirement of the job.

- Gloves are an occasional requirement of the job.
- Steel toed shoes are an occasional requirement of the job.
- Goggles or safety glasses are an occasional requirement of the job
- A hard hat is an occasional but essential requirement of the job
- A safety vest is a frequent requirement of the job.
- A two way radio is a continuous requirement of the job.
- Personal protective equipment non-applicable to the job.
 - Mask
 - Respirator
 - Chaps
 - Lead apron
 - Chemical apron
 - Body Suit
 - Filter Respirator
 - Ear plug/muffs
 - Face shield

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application, The employment application is available at:
<https://www.lasvegasnm.gov/general-7-1>

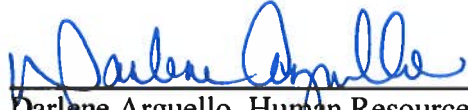
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:



Leo Maestas, City Manager



Darlene Arguello, Human Resource Director