



City of Kansas City, Missouri Job Class Specification

Job Title: UTILITY SUPERVISOR

Department: WATER

Job Code: 5431

Status: NONEXEMPT

Grade: NE-7

Summary

This is responsible technical work supervising two or more moderate sized work crews in the installation, repair and maintenance of water or sewer systems and appurtenances.

This is supervisory work involving a multitude of complex tasks and logistics with some technical responsibility in general labor operations. Work involves responsibility for specific aspects of assigned work areas in maintenance and construction activities of Water Services infrastructure. Work involves the exercise of independent judgment in making decisions within the scope of specific assignments and ensuring that all work crews follow all established safety guidelines. Assignments are received in oral or written form and must be able to communicate instructions to subordinates. Work is subject to frequent review and inspection for completion. Supervises several maintenance crews. Other duties as assigned.

Duties and Responsibilities

- Provides field supervision for several pipe line and water service crews engaged in maintenance and limited construction; locates mains, valves, and curb boxes; checks hydrants, valves, services, and mains for leaks.
- Supervises field crews in the operation and maintenance of green storm water infrastructure and vegetation including but not limited to rain gardens, bio-retention cells, and pavements.
- Assigns and supervises several labor crews engaged in sewer maintenance including cleaning and repair.
- Receives requests for emergency and other unscheduled work and arranges for work completion.
- Instructs employees and crews in usual and new work methods of work, equipment usage, safety and maintenance and department policies and procedures.
- Maintain necessary notes, submits required reports, and works with employees to resolve any complaints or grievances; completes employees' annual service rating and coaches employees on a quarterly basis to ensure performance goals are met.
- Attends progressive management training classes as specified for job functions.
- Supervises field crews in flood prevention and levy maintenance
- Supervises field crews in street sweeping operations
- Ensures that all crew members are following safety guidelines i.e. confined spaces, excavation safety and traffic control safety; lock out tag out.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:

Equipment, tools, methods and materials used in water or sewer system construction and maintenance.

Operation, routine maintenance and safety requirements of moderately heavy trucks and construction equipment.

Operation of water or sewer systems and appurtenances.

Hazards involved in excavation and shoring operation and construction equipment operation.

Safe work and accident prevention.

Ability to:

Understand and carry out oral and written instructions.

Plan, assign and supervise the work of subordinates.

Perform assigned duties and responsibilities involving physical strength and under variable weather conditions.

Must possess knowledge and skill in blueprint reading and map reading/interpretation on a computer based Geographical Information System (GIS).

Maintain appropriate records and prepare reports.

Establish and maintain effective working relationships with associates, subordinates, management and the general public.

Operate and instruct others in the use and operation of tools and equipment normally used.

Education and Experience

High school graduation and five (5) years' experience in water or sewer construction and maintenance work.

**Certificates/
Licenses/Special
Requirements**

- Must possess a valid State issued driver's license in accordance with the City of KCMO policies.
- Must pass a background check as prescribed by the City.
- Possession of a valid CDL (Commercial Driver's License) issued by the State of Missouri prior to the end of the employee's probationary period (Appropriate CDL will be determined by the department).
- Must pass a physical examination as prescribed by the City.
- Will be required to pass a pre-employment drug screen.

May be required to possess at least one of the certifications listed below that is applicable to the employee's work area within 6 months of moving into this job classification, in accordance with state regulations:

- Distribution System Level II (DS-II) License with the State of Missouri
- Wastewater Collections system level B certification administered and issued by the Missouri Department of Natural Resources
- Backflow Certification
- Meter Repair or Testing Certification
- National Green Infrastructure Certification Program (NGICP)

**Supervisory
Responsibility**

Supervision is exercised over assigned personnel.

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

1/15

Revised

6/18, 8/22, 11/2023