



# Southeast Morris County Municipal Utilities Authority

19 SADDLE ROAD • CEDAR KNOLLS, NEW JERSEY 07927 • TEL 973-326-6880 • FAX 973-326-9521

## **Operations Supervisor, *Daily Operations***

### **Position Classification (E-2): Non-Union; Non-Exempt**

#### RESPONSIBILITIES

The position requires the performance of daily operations, field staff supervision, contract management and maintenance of inventory and records as applicable to the Operations Division with a primary focus on daily operations. Asset management for this position includes preventative maintenance and repair functions of transmission and distribution system assets that include mains, valves, hydrants, meters and related assets.

This position performs work under the direction of the New Jersey Department of Environmental Protection (NJDEP) Level 4 Public Water Distribution and Treatment Licensed Operators of Record (LOR).

#### ESSENTIAL FUNCTIONS

- Acquires and applies broad knowledge and develops skills and as the lead for daily operations.
  - Staff scheduling and assignments.
  - Main, hydrant, valve and meter repair and installations.
  - Leak detection.
  - Utility markout program.
  - Conduct staff training on associated inspection and related procedures.
- Additional functions include:
  - Demonstrates comprehension, satisfactory compliance, and enforcement of Authority policies, procedures, practices and processes.
  - Administers daily support, troubleshooting, preventative maintenance, installation of transmission and distribution system operations.
  - Supervises staff in repair and preventative maintenance type activities and administrative functions.

- Acquires intermediate level applied knowledge and develops skills in the repair and preventative maintenance of transmission and distribution system assets (mains, valves, hydrants, meters, etc.).
  - Administers service contracts such as those used for main, hydrant and valve repair and installation, leak detection service contracts, etc.; including contract administration, budget tracking, scheduling of work and invoice approval.
  - Maintains and orders inventory for transmission and distribution system assets such as pipes, hydrants, valves, meters, testing equipment, etc. including the production of purchase requisitions, tracking expenditures on purchase orders, contract management, etc.
  - Maintain accurate and organized records.
  - Apply the use of information technology and equipment for troubleshooting and problem resolution.
  - Exercises intermediate level judgment on details of work and in application of standard methods for conventional work.
  - Receives direction on unusual or difficult problems, and general review of all aspects of work.
  - Performs administrative tasks associated with the production of Division reports, compliance reports, records management, etc.
- Functions of this position include work assignments in the ambient atmosphere including extreme cold, hot, wet or other inclement weather conditions. Scheduled 24/7 standby duties with a 60-minute on-site response time where standby schedules will be rotated evenly with other qualified supervisory staff. Scheduled work assignments and non-scheduled emergency callouts, on non-standard workdays and/or work hours, including nights, weekends and holidays. Standby and response to emergency call outs is a core function of this position.
  - This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### AUTHORITY

This position is a direct report to the Superintendent, or assigned alternate. The position requires supervision of staff, requires interaction with the general public and local, County, State and Federal public agency representatives. The position requires routine interaction and coordination of duties with the other Divisions of the Authority.

## REPORTING

This position will be assigned to work at the Authority Headquarters located at 19 Saddle Road in Cedar Knolls, New Jersey, 07927. Pandemic conditions may require remote work. The general assigned work hours are from 7:00 a.m. to 4:00 p.m., Monday through Friday, with a one-hour non-paid lunch. The start and finish times of a work day may vary depending on Authority needs.

Office assignments will be supplemented with Authority field work activities.

## QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the applicant must successfully complete an illegal substance test, background check, motor vehicle check and a physical/functional capacity exam (FCE) based on the attached job specific Functional Capacity Requirements (FCR).

## LICENSES AND CERTIFICATION

1. Maintenance of a New Jersey Basic Driver's License.
2. New Jersey Department of Environmental Protection (NJDEP) Level 2 Public Water Distribution (W-2) license or demonstrated ability to obtain within an approved time period.

## EDUCATION

1. US accredited high school diploma or equivalent. Higher level degree or certification, or approved equivalent experience, in an approved field of study such as that obtained from a vocational or trade school, the US military, construction or other industrial fields, engineering technology, management, etc.
2. Demonstrate fundamental skill sets in Microsoft Office Excel and Word applications.

## SKILLS

1. Demonstrated proficiency in leadership and supervision. Must be proactive, strategic, detail oriented and encourage staff development. Must be proactive, strategic, detail oriented with demonstrated ability to utilize strong interpersonal skills (e.g. tact, diplomacy, cooperation, negotiation, etc.) and perform at a high level of initiative, using good judgment and discretion.
2. Excellent comprehension, written and oral skills in English so that involved and complicated instructions and technical texts can be read, understood, produced and communicated to staff.

3. Five (5) or more years in the operation, maintenance and repair of public water systems, or approved experience in a related field; including two (2) or more years in a supervisory capacity.
4. The person serving in this position is expected to maintain up-to-date skill sets to remain current with best available technologies.
5. Excellent organizational skills including the ability to plan effectively. Demonstrated proficiency in:
  - a. Personal computing applications such as Microsoft Office, esri applications, maintenance management applications (i.e. facilities, equipment, grounds, fleet, fuel, etc.), or related applications.
  - b. Reading distribution system piping engineering drawings.
  - c. Troubleshooting, isolation and activation of transmission and distribution systems.
6. Ability to work harmoniously with co-workers, supervisors, managers, and the public.
7. Ability to demonstrate understanding and satisfactory compliance of Authority policies, procedures, practices, processes and essential functions.
8. Travel, including overnight and weekend stays, as needed to attend professional related seminars, conferences, etc. Travel may be local, regional or within the Continental US.

Attachment: Functional Capacity Requirements (Revision Dated 01/23/19)

**FUNCTIONAL CAPACITY REQUIREMENTS FOR GENERAL OFFICE INCLUDING FIELD WORK**

<b>VERSION DATE:</b>	1/23/2019	<b>APPROVED BY:</b>	K. Crawford, C. Mercado
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PHYSICAL TASKS	DETAILS	RARE	SELDOM	OCCASIONAL	FREQUENT	CONTINUOUS	Weight Amounts, if Applicable	COMMENTS
		up to 5 minutes of total work time	6-29 minutes daily	30 minutes to 2.5 hours per day	2.5 to 5.25 hours per day	5.25 hours or more per day		
Balance	To maintain body equilibrium on narrow or inclined surfaces.		✓					
Bending	Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting.			✓				
Carrying	To hold or rest weighted objects ( <i>indicate weight</i> ) directly on hands, arms, shoulders, or back while walking from one location to another.			✓			≤ 40 lbs.	Use of Buddy System/Team Lift if carrying more than 50 lbs.
Climbing Ladders	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.	0-10 ft.		✓				
		10-20 ft.	✓					
		20-30 ft.	✓					
Climbing Stairs	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.			✓				
Crawling	Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent.		✓					
Crouching	Bending downward and forward by bending the legs and spine			✓				
Driving	The controlled operation and movement of a land vehicle, such as a car, truck or bus ( <i>indicate manual or automatic</i> )				✓ automatic			
Grasping	To handle, clasp or embrace with both arms, hands fingers. Applying pressure to an object with fingers and palm.			✓				
Keyboarding/Typing (motor coordination)	To move the fingers rapidly and accurately during keyboarding tasks.					✓		
Kneeling	Maintaining the body in an erect posture while resting body weight on one or both knees.			✓				
Lifting	Raising objects from a lower to a higher position or moving objects from position to position.			✓			≤ 40 lbs.	
Manual Dexterity	To move one or more hands rapidly and skillfully to perform gross grasping, placing and turning motions. Including handwriting.				✓			
Pulling	Exertion of force to draw an object towards oneself in a particular direction or position.			✓			≤ 40 lbs.	
Pushing	Exertion of force on or against an object ( <i>indicate weight/size</i> ) to move it from one location to another.			✓			≤ 40 lbs.	

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		up to 5 minutes of total work time	6-29 minutes daily	30 minutes to 2.5 hours per day	2.5 to 5.25 hours per day	5.25 hours or more per day		
Reaching	Extending the hands and arms in any direction.			✓				
Reaching Above Shoulder	To extend either arm to reach from shoulder level to overhead.			✓				
Repetitive Motions	Substantial movements (motions) of the wrists, hands, and/or fingers.				✓			
Sitting	Resting of the body weight in a seated position while engaging in a single activity.				✓			
Squatting	Maintaining the body in an erect position with full flexion of the knees.			✓				
Standing	Maintaining the entire body in an erect posture without change in location.				✓			
Stooping	Flexion of the upper body forward at the waist with partial flexion of the knee.			✓				
Trunk Twisting	Rotation of the neck or trunk to the right or left from a neutral position while sitting or standing.			✓				
Walking	Moving the entire body from one location to another using a heel to toe gait.			✓				