

Henderson County Water District

Title of Position: Field Supervisor
Department: Henderson County Water District
Update: 12/2019

Scope of Responsibilities: The Field Supervisor is responsible for the day to day operations of the water distribution system and staff that work in the distribution system. This position needs to have significant knowledge of water operations and/or the system. This position is a supervisory role, and leadership skills are necessary. Communications skills are a must as this position works with office and field staff, as well as with customers and the general public. The Field Supervisor will complete system testing and must be familiar with, and adhere to the rules and regulations this system operates under.

General Duties and Responsibilities: Duties consist of ensuring field staff are supervised in day to day operations trained in proper procedures and required training. The field Supervisor is responsible for ensuring the field crew has the necessary parts and equipment to complete their work. The Field Supervisor is responsible for ensuring practices and standards are adhered to and they will complete system testing as needed/required. Lost water is a priority in both finding and/or fixing water leaks and loss. Keep current with applicable trainings, as well as with knowledge of the system so they can remain proficient at their job and mentor staff. Keep current with new practices and technology, as well as keeping current with system maps and processes. Flexibility to work overtime and weekends.

Desirable Knowledge, Abilities, and Skills: A Field Supervisor should demonstrate significant knowledge of all phases of the District's water distribution system. This individual should demonstrate the ability to interact with customers, should have an understanding of water systems/leaks. Trouble shooting ability to diagnose and fix problems within reason to ensure quality service to the Water District's customers. Basic computer skills are desired to include Microsoft word and excel as well as ArcGIS or similar mapping programs. Additionally, leadership abilities are a must as this position supervises all field employees.

Desirable Education/Qualification: Desirable education and/or qualifications include: high school diploma/ GED. A valid driver's license and Drinking Water Class 3 Distribution license. Ability to supervise others as well as work independently or as part of a team. Must be able to pass a drug test and background check.

Physical Demand: Supervisor, however there may be need to use hand tools, must be able to lift up to 100 lbs., 20/20 vision or correctable to 20/20, ability to walk long distances, sit, kneel, stand and work in any and all-weather conditions and a variety of terrains.

Work Environment: The Field Supervisor splits their time between the office, and outdoor work, in whatever the weather environment is.