



## **CITY OF CLINTON**

**“Our mission is to be a city rich in tradition and beauty with clean, safe neighborhoods, sound infrastructure, and opportunities for future generations.”**

**Public Works Department**

**Position: Distribution & Collection System Supervisor**

**Salary Range: \$39,057 – 58,586 Plus Great Benefit Package**

**Hiring Salary: DOQ**

**Deadline: Monday, November 26, 2018 5:00 pm**

**Position requires:** Position has the responsibility of supervising and involving crews in maintaining and repairing water distribution and sewer collection lines, operating heavy equipment and performing duties of the technicians as needed. Assist the Public Works & Utilities Director in making and shifting assignments for staff assuring work is completed in a timely manner and in accordance with OSHA and City standards, training, coaching, and reviewing work in progress and upon completion. Evaluating performance and conducting annual performance reviews; including recommendations of hiring and dismissal. Ability to lead crews and judgment and initiative in troubleshooting water and sewer line maintenance and repair problems. Updating and correcting the City’s GIS system; using Mobile 311 to record work performed by crews and reporting. Provides on the job training; ensures that essential equipment and supplies are available to perform tasks and projects effectively and efficiently. Ensures implementation of safety regulations and use of equipment properly. Considerable knowledge of municipal water and sewer services. Serves as Collections System Back-up ORC. Codes bills and receipts for processing. Coordinates/inspects work done with/by contractors. Ability to understand and follow oral and written instructions and has basic computer skills. Establishes positive relationships with citizens, contractors, department directors, and management. Performs other job related duties.

**Additional requirements:** High School diploma with considerable experience in water and sewer line construction, maintenance and repair, including the operation of related heavy equipment; or an equivalent combination of education and experience. Possession of a valid NC Commercial “B” Driver’s License with Tanker Endorsement or ability to obtain within six (6) months. Possession of Water Distribution Grade C Certification and Wastewater Grade I Certification from the State of North Carolina for ORC Back-up, or the ability to obtain within six (6) months. Physical requirements as indicated in job description.

**Preferred Requirements:** Possession of Wastewater Grade II Certification or the ability to obtain within one (1) year.

Applications may be obtained on our website at [www.cityofclintonnc.com](http://www.cityofclintonnc.com) and submit to [cityapps@cityofclintonnc.com](mailto:cityapps@cityofclintonnc.com)

**THE CITY OF CLINTON IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER**