

Job Class Code: 3090	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 7

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee operation of the City water metering system. The class is responsible for staff supervision, planning and managing operations, policy and procedures, evaluation, and administrative functions. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. • Monitors trends in water metering technology, laws, rules, and City policy to plan water metering operations and future requirements. • Manages operations by coordinating with supervisor and other activities, reviewing and scheduling work requirements, developing schedules, evaluating progress, and recording significant events and activities. • Develops policies and procedures for operations in accordance with requirements and guidelines, promulgates and evaluates to ensure compliance. • Evaluates operations by reviewing reports, conferences, and inspections to ensure quality and satisfaction of all requirements. • Performs administrative functions such as recording information, preparing budgets, controlling expenditures, compiling reports, and monitoring materials. • Attends or conducts staff meetings to exchange information; attends, and schedules others to attend, in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, circumferences, areas, and volumes, and computes discounts, interest rates, and ratios.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, customers, and the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's degree in electronics, electromechanical systems, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification will be required.
Special Requirements	Performance of essential functions may require exposure to confined spaces. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/06/20