GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee and direct the operations of the area of responsibility. The class is responsible for staff supervision, water service, the Meter Shop, planning, training, budget, policy, and reporting. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, training; assigns and evaluates work; counsels, disciplines, and terminates or recommends termination.
- Oversees the installation, repair, and maintenance of water service lines and meters in accordance with departmental guidelines and regulations.
- Develops and prepares annual budget requirements; oversees and approves expenditures; prepares financial forms and reports.
- Gathers and maintains information to support periodic and special reports, documenting activities and events for areas of responsibility.
- Maintains record system for assigned area; processes daily paperwork including reports, work orders, and personnel information.
- Interacts with the public to answer inquiries and resolve complaints/problems.
- Performs office tasks such as data entry of work orders; handling telephone calls; and drafting and typing correspondence, crew assignments, and time sheets.
- Attends or conducts staff, safety, and other professional meetings to exchange information.
- Performs other related duties as assigned.

GENERAL STANDARDS

<table>
<thead>
<tr>
<th>Data Involvement</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal/People</td>
<td>Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.</td>
</tr>
<tr>
<td>Involvement</td>
<td></td>
</tr>
<tr>
<td>Reasoning Requirements</td>
<td>Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.</td>
</tr>
<tr>
<td>Mathematical Requirements</td>
<td>Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, or deductive geometry, plane and solid, and rectangular coordinates.</td>
</tr>
<tr>
<td>Language Requirements</td>
<td>Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional groups; writes complex reports; develops and presents training.</td>
</tr>
<tr>
<td>Mental Requirements</td>
<td>Performs professional level work requiring the application of scientific, engineering, accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.</td>
</tr>
<tr>
<td>Decisions/Supervisory Control</td>
<td>Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vocational/Educational Requirement</th>
<th>Requires any combination of education and experience equivalent to an associate degree in Engineering Technology, Construction Technology, or a closely related field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience</td>
<td>In addition to satisfying the vocational/education standards, this class requires a minimum of five years of directly related, full-time equivalent experience.</td>
</tr>
<tr>
<td>Special Certifications and Licenses</td>
<td>Requires a valid driver’s license and a driving record that is in compliance with City Driving Standards.</td>
</tr>
</tbody>
</table>


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.

T h i s  i s  a  c l a s s  s p e c i f i c a t i o n  a n d  n o t  a  n  i n d i v i d u a l  p o s i t i o n  d e s c r i p t i o n.  A  c l a s s  s p e c i f i c a t i o n  d e f i n e s  t h e  g e n e r a l 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 5/31/18