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<https://www.governmentjobs.com/careers/casperwy>



CITY OF CASPER
invites applications for the position of:
Utility Supervisor

SALARY: \$65,232.96 - \$79,294.28 Annually

OPENING DATE: 10/29/18

CLOSING DATE: 11/18/18 11:59 PM

CLASS SUMMARY:

Assigned to: Meter Services

Incumbents are responsible for coordinating a broad range of activities and operations related to a utility program including supervising assigned staff. Responsibilities may include scheduling staff; prioritizing and assigning tasks; monitoring performance of subordinates; creating maps of utility locations; maintaining records; completing operational reports; responding to customer questions; developing and implementing standard operating procedures; approving invoices; and monitoring expenditures. Receives general guidance from higher level supervisory staff.

This position is driving essential (see driving requirements below).

TYPICAL CLASS ESSENTIAL DUTIES:

1. Supervises assigned staff to include: authorizing time off, approving payroll and hiring; prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Plans and coordinates the acquisition of tools and materials for assigned projects and services.
3. Creates maps of utility locations utilizing mapping and GIS technologies and works with GIS employees to synchronize replicas, update schema, and develop new features.
4. Monitors equipment and supply inventories; purchases equipment and supplies as needed; maintains equipment as necessary.
5. Coordinates and assigns day-to-day activities of assigned staff and prioritize projects relating to utility operations.
6. Conducts accident and injury investigations after each incident and implements corrective actions to ensure the hazard is reduced or eliminated.
7. Assists with budget preparation and administration; prepares costs estimates and justifications for budget items; submits and approves invoices for payment and monitors expenses to align with budget allocated.
8. Keeps current on new trends and innovations in utility operations.
9. Prepares operational and statistical reports.
10. Responds to and resolves citizen concerns and complaints.

11. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
12. Follows all City safety procedures. Reports all accidents/incidents to supervisor.
13. Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

Knowledge of:

- Tools and equipment used in public utilities.
- Applicable utility systems and equipment maintenance techniques.
- Applicable tools and materials utilized in utility maintenance.
- Mapping techniques and technologies.
- Basic operational characteristics, services and activities of a utility program.
- Safety procedures.
- Current trends and innovations of a utility program.
- Applicable Federal, State, Local and City government codes, rules and regulations relating to the various aspects of a utility program.
- Public relation principles.
- Record maintenance systems and techniques.
- Research methods and techniques.
- Data analysis methods.
- Mathematical and statistical principles.
- Customer service principles.
- Computers and related software applications.
- Basic principles of municipal budgeting preparation and control; inventory principles.
- Principles of supervision, training and performance evaluations.

Abilities (position requirements at entry):

Ability to:

- Develop and implement preventative maintenance and repair procedures and programs related to utility equipment and machinery.
- Interpret and explain State and Federal policies and procedures.
- Coordinate the work of personnel.
- Create and review reports; perform analysis.
- Learn, develop, interpret and explain City policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Provide leadership and direction.
- Manage projects and programs efficiently.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Plan and comply with reports, analysis, and regulations.

Skills (position requirements at entry):

Skill in:

- Mapping utility locations.
- Equipment maintenance.
- Monitoring and evaluating employees.
- Delegating and prioritizing work.
- Conflict resolution.
- Training employees.
- Speaking in public.
- Technical writing.
- Time management.

- Project management.
- Providing customer service.
- Performing mathematical and statistical calculations.
- Basic principles of budgeting.
- Compiling, analyzing, and summarizing information.
- Oral and written communication, sufficient to exchange or convey effective information and to give/receive work direction.
- Operating modern office equipment, software and operating systems/applications.

TRAINING, EXPERIENCE & CERTIFICATIONS:

Training and Experience:

- Minimum three years of increasingly responsible experience in utility distribution, meter services, or wastewater collection system construction and maintenance.
- Minimum of two years of experience working as a supervisor.
- Associate's Degree in utility construction, engineering, design or a closely related field.
- Bachelor's Degree preferred.

Licensing Requirements:

- Possession of, or ability to obtain, a valid Class B Wyoming Driver's License preferred.
- Possession of, or ability to obtain a Cross Connection Backflow Preventer Testing Certificate. (When assigned to Meter Services)

SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test. Applicants who have failed a pre-employment screen or have been terminated from the City of Casper are ineligible for employment consideration for 12 months. You will become eligible for consideration 12 months from the date of your incident (pre-employment screen or termination).

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbent may be subject to extreme temperatures, dusts, odors, and chemicals.

Driving Requirements:

For driving essential positions, employment with the City of Casper is contingent upon a

satisfactory driving record. A driving record that reflects any of the following criteria is considered unsatisfactory:

1) Convicted of three (3) or more moving violations within the previous 36 months (three separate, individual incidents);

2) A conviction within the previous 36 months of any of the following:

- Driving under the influence of drugs or alcohol;
- Leaving the scene of an accident;
- Fleeing to avoid arrest;
- Reckless Driving;
- Homicide or assault by motor vehicle;
- Driving without auto insurance;
- Driving on a suspended license;
- Refusal to take blood/breathalyzer test for suspected DUI or impaired driving.

If you have questions regarding the background screen, pre-employment drug test or driving record, please contact the Human Resources Office at (307)235-8344 prior to accepting a job offer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.casperwy.gov>

Position #0743-01
UTILITY SUPERVISOR
HR

200 N. David - Human Resources
Suite 107
Casper, WY 82601
(307)235-8344

neogovalerts@casperwy.gov

Utility Supervisor Supplemental Questionnaire

- * 1. Which of the following best describes your level of education?
 - Some High School
 - High School Diploma or G.E.D.
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. Do you currently possess a Cross Connection Backflow Preventer Testing certificate?
 - Yes
 - No
- * 3. What type of Commercial Driver's License (CDL) do you currently possess?
 - Class A
 - Class B
 - I do not have a CDL.
- * 4. How many years of experience do you have in a supervisor capacity?
 - None
 - Less than 6 months
 - 6 months to less than 1 year
 - 1 year to less than 2 years

- 2 years to less than 3 years
- 3 years or more

* 5. Describe (in detail) your supervisory experience. Please include specifics as to where you obtained your listed experience.

* 6. How many years of experience do you have in utility distribution, meter services, collection system construction and maintenance?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

* 7. Please describe (in detail) your experience and where you obtained the experience.

* 8. Outline the five lessons you have learned from the leaders you've worked with previously.

9. Please describe (in detail) your experience assisting with and preparing and monitoring a budget.

* Required Question