

WATER CONSTRUCTION SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible construction engineering, supervisory, and administrative work as it relates to the construction of water utility contracts. The work involves supervision of Water Utility construction inspectors, performing engineering work in reviewing constructability drawings and quality checks, and the coordination of work with other City, County and State entities. Under the general supervision of the Principal Engineer-Water, work involves a high degree of independence and judgment in the administration of public works construction contracts for the Utility and resolving construction conflicts and issues

Examples of Duties and Responsibilities:

Direct the operations of the water construction inspectors of the Water Utility. Oversee employees in construction inspection activities, ensuring that water mains and laterals are installed properly. Identify and resolve construction problems with contractors, including coordination of the negotiation of change orders. Review construction inspection records for quality and accuracy. Work closely with Utility Engineers to modify construction drawings as required accommodating field conditions, and resolving constructability issues. Respond to citizen complaints and resolve issues. Supervise and coordinate sampling, flushing, and pressure testing with Water Construction Inspectors. Process pay requests, final quantities, and approve payments.

Supervise and assign construction group staff. Schedule, set priorities, review work; establish and enforce operation and safety policies and procedures; effectively recommend hiring, training, promotion, evaluation, suspension and disciplinary actions and address employee complaints and grievances. Work with management staff to review, analyze and recommend any changes that might be necessary to work around utility construction safely and efficiently.

Engage in project preparation and design work. Review drawings and specifications to determine the nature of the work, constructability, and for quality control measures. Coordinate pre-project surveys and field investigations. Prepare drawings, specifications, and estimates for public works projects using CAD techniques as assigned.

Review record drawings following construction activities. Review “as-built” sketches, field surveys, and related notes. Work with inspectors to verify and fill in missing construction information for the Water Utility Mapping Group.

Recommend revisions to the Standard Specifications for Public Works Construction manual. Participate in special projects. Participate in Water Utility committees and task groups.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of the principles, theories, and practices of civil engineering, particular as they relate to the design and construction of public works projects. Working knowledge of the methods and techniques associated with the construction and inspection of water utility projects. Knowledge of City of Madison standard specifications, State of Wisconsin Standard Specifications, and Wisconsin DNR codes. Ability to inspect or assign others to inspect public works construction projects. Ability to supervise, plan, and oversee the work of subordinate employees. Ability to effectively recommend hiring, firing, disciplinary actions, training, and evaluation of subordinate employees, and to address grievances. Ability to analyze and resolve construction problems and conflicts, negotiate change orders, and close out contracts. Ability to make engineering computations and accurately document them. Ability to exercise engineering expertise in the resolution of construction problems. Ability to collect, analyze, and compile data and prepare technical reports. Ability to communicate effectively, both orally and in writing. Ability to develop and maintain effective relationships with supervisors, co-workers, contractors, the general public, other city agencies, county agencies, state agencies and other parties. Ability to maintain accurate and timely records. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Two years of professional engineering experience in the design and construction of public works projects, including one year of experience in construction management. Such experience would normally be gained after graduation from an accredited college or university with a degree in civil engineering or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Physical Requirements:

The ability to stand for long periods of time, walk long distances over uneven terrain, including trench excavations, capacity to work in all weather conditions in all seasons, tolerate sustained loud noises, dust, and dirt all while wearing the appropriate personal protective equipment. Ability to lift and carry up to 40 pounds over uneven ground for 100 yards. Ability to lift 75 pounds on occasion. Ability to work extended hours. Ability to work at a computer work station for extended periods of time, on occasions for a full 8 hour

day.

Department/Division	Comp. Group	Range
Water Utility	18	09

Approved: _____
Brad Wirtz
Human Resources Director
Date