

## **Public Works Utilities Supervisor**

Department: Public Works  
Reports To: Public Works Director  
FLSA Status: Non-Exempt  
Status: Full-Time

### **Position Summary**

The Public Works Utilities Supervisor is a working supervisory position responsible for the daily oversight, operation, maintenance, and repair of the City's water distribution and wastewater collection systems, including manholes, valves, service lines, hydrants, sewer mains, and related infrastructure. This position is responsible for creating, assigning, tracking, and completing work orders in an efficient and timely manner while maintaining accurate records and ensuring full compliance with safety requirements, City policies, and regulatory standards. The Utilities Supervisor provides leadership to utility crews, assists in field operations, and ensures the delivery of safe, reliable, and continuous utility services to the community.

### **Essential Duties and Responsibilities**

- Supervise, train, motivate, and evaluate assigned utility personnel in the performance of daily field operations.
- Create, delegate, and track work orders, ensuring all assignments are completed accurately, efficiently, and on schedule.
- Inspect, maintain, and repair water distribution and wastewater collection infrastructure, including manholes, valves, lift stations, sewer mains, service lines, fire hydrants, and meters.
- Coordinate and oversee preventative maintenance, line locates, service repairs, flushing, manhole inspections, and emergency response activities.
- Operate heavy equipment such as backhoes, mini-excavators, trenchers, and dump trucks (experience preferred).
- Ensure all work is performed in compliance with OSHA safety standards, TCEQ rules, City policies, traffic control requirements, confined-space procedures, and trench safety regulations.
- Maintain accurate logs, asset records, maps, and documentation using the City's work order system.
- Respond to emergencies, including main line breaks, sewer backups, manhole overflows, and equipment failures; serve in an on-call rotation.
- Coordinate field work with contractors, engineers, utility customers, and other City departments.
- Recommend improvements in workflow, equipment needs, crew training, and system performance.
- Assist in budget preparation related to materials, equipment, and maintenance activities.

## Minimum Qualifications

- Prior experience in water and/or wastewater utility field operations.
- Knowledge of underground utility repair, maintenance, and safety practices.
- Valid Texas Driver License
- TCEQ Water Distribution and/or Wastewater Collection license(s) preferred (or ability to obtain).
- Ability to work overtime, weekends, holidays, and after-hours emergency call-outs.
- Ability to communicate clearly, follow written and verbal instructions, and lead crews effectively.

## Physical Demands

The physical demands described are representative of those required for successful performance of this job:

- Frequently required to stand, walk, bend, crouch, climb, kneel, and reach.
- Must be able to lift, push, and pull up to 75 pounds.
- Must be able to work in confined spaces, manholes, and trenches.
- Must be able to operate hand tools, power tools, and heavy equipment.
- Must have the ability to wear required PPE, including respirators when necessary.
- Vision and hearing must be adequate to safely perform duties and operate equipment.

## Work Environment

- Work is performed primarily outdoors in all weather conditions, including heat, cold, rain, and wind.
- Exposure to loud noises, traffic, dust, fumes, chemicals, raw sewage, and uneven terrain is common.
- Work involves proximity to heavy construction equipment and hazardous conditions.
- May be required to work long hours or irregular schedules during utility emergencies.

## Additional Requirements

- Must maintain a professional and safety-oriented work atmosphere.
- Must demonstrate accountability, teamwork, sound judgment, and strong time-management skills.
- Must be willing to attend training and obtain required certifications.

### **Job Evaluation Manual**

*The job description illustrates typical job duties and type of work that is customarily assigned and performed in this position. However, this job description does not represent every aspect of the job nor does it guarantee permanent employment, as all positions with the City of Mercedes are employment at will positions. Job descriptions are subject to periodic update. Immediate modifications may be made to include corrections on standard wages or salaries if necessary. The City reserves the right to change work assignments, work schedules and other aspects of a job. Official job descriptions are maintained and available from the Human Resources Department. The City of Mercedes is an Equal Employment Opportunity Employer.*