

JOB DESCRIPTION

Position Title: Field Supervisor Assistant (Working)

Department: Field

Starting Pay Grade: 4

General Description of Work

A working and supervisory position assisting the Field Supervisor in the maintenance of the District system. This employee will exercise supervisory responsibilities over a staff of skilled and semi-skilled workers. Work is reviewed Field Supervisor.

Duties:

The duties range over a large variety of District activities, including light and heavy physical labor, indoor and outdoor work, and work in groups or alone, depending on the nature of the assignment. Assist in Supervision all maintenance activities, capital improvements, and field employees as directed by the Field Supervisor. Operates construction equipment (backhoe, loader, boring equipment, trenchers, dump truck or comparable equipment); assists in water line repair and meter reading. Must have ability to operate all classified equipment. Helps oversees vehicle and equipment maintenance and performs minor servicing and maintenance; refers major problems to Field Supervisor. When not operating equipment, will operate some power tools, work to repair equipment, or work as a laborer or semi-skilled laborer. Works with crew on repairing utility lines and calls out personnel in emergencies. Completes daily reports. Required to carry an after hours pager when needed and be on 24 hour call. Does any additional work that may be required or requested.

Supervised General Manager.

Skills, Knowledge and Abilities: Knowledge of construction equipment and operation of various vehicles. Knowledge of proper and efficient ways to carry out maintenance tasks; ability to carry out a variety of assignments and still supervise a maintenance crew; ability to communicate effectively and courteously with the public and other employees; ability to direct and supervise the work of others; good physical condition.

Education: Some experience in the operation of automotive equipment; High School

Diploma. West Virginia Driver's License required, CDL License and WV Class I Water Operators License preferred, a PSC Meter Tester Certification required.; any equivalent combination of experience and training which provides required knowledge, skills and abilities.