

# Lake Havasu City, Arizona

## Class Description



**Title:** Water Field Supervisor  
**Department:** Public Works  
**Division:** Water  
**Grade:** CP12

**FLSA Status:** Non-Exempt  
**Job Code:** 610257420  
**Updated:** 7/1/2025  
**Salary:** \$34.30 - \$49.73

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### General Definition of Work

Performs difficult technical work supervising water distribution or production staff, assigning work, assisting in maintaining water system, monitoring expenditures, maintaining files and records, and related work as apparent or assigned. Work is performed under the general direction of a Utility Supervisor. This position provides continuous supervision over assigned personnel.

**May be subject to after hour call-back**

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### Essential Functions

*The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Supervises employees and coordinates personnel-related activities, including, but not limited to, establishing work priorities and assignments; sets performance goals and objectives; recommends/approves personnel actions, coaching and counseling, and writing performance evaluations.

Enforces City policies and regulations; evaluates operations, makes recommendations for improvements or changes; coordinates activities with other departments and agencies; plans projects, prepares bid specifications, reviews bid applications, and assists with budget preparation.

Oversees and assists in performing standard construction activities including marking as-builts for projects.

Collects and verifies information from the public, contractors, engineers, developers, and vendors; receives complaints from the public; and notifies required parties of work activities.

Creates cost summaries and incident reports and conducts safety meetings.

Provide great customer service to water customers.

Train staff to maintain and update knowledge and skills.

Follow Safety protocols and ensure safe working environment.

Operates and maintains motor vehicles or other work-related equipment requiring a valid Arizona driver's license.

### Specifics for Water Production in addition to the Essential Functions above.

Supervises production, treatment, and SCADA equipment; performs repairs, lubricates equipment, calibrates equipment, and interprets chemical analysis.

Conducting daily inspections of various water and /or electrical equipment and station locations by checking and recording levels and making proper adjustments.

Monitoring and adjusting treatment processes, maintaining pumps, motors, and gas engines; repair install and maintain boosters, wells.

Work on electrical equipment from 24 volts to 480 volts.

Request quotes and schedule work with vendors and contractors.

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### **Specifics for Water Distribution in addition to the Essential Functions above.**

Supervise water distribution staff's daily work assignments.

Assist in installations and repairs on water mains and service lines.

Monitor utility locate tickets (DigAlerts) and protect water distribution system.

Plan and supervise the installation and repair fire hydrants and fire lines.

Coordinate flushing systems to maintain water quality and operational reliability.

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### **Minimum Qualifications**

High School diploma or GED and considerable experience in water distribution, treatment or production, including moderate lead or supervisory experience, or equivalent combination of education and experience.

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### **Special Qualifications**

Possession of Grade III Water Distribution for Water Distribution position, or Grade III Water Treatment for Water Production position Certification issued by the Arizona Department of Environmental Quality (ADEQ) at hire.

Must meet and maintain all training and education requirements for the position.

Valid Driver's License of the appropriate class.

### **Water Production**

**All the above minimum qualifications in addition to the following:**

Possession of a valid Commercial Driver License Class B with tanker endorsement at hire.

### **Water Distribution**

**All the above minimum qualifications in addition to the following:**

Possession of a valid Commercial Driver License Class A with tanker endorsement at hire.

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### **Knowledge, Skills & Abilities**

Thorough knowledge of administration principles, including implementing goals and objectives, planning projects, and coordinating activities; thorough knowledge of materials and equipment used in the construction and maintenance of water systems; thorough knowledge of the operation of water systems; thorough knowledge of federal, state and local regulations; thorough knowledge of the occupational hazards and necessary safety precautions of the work; thorough knowledge of applicable City codes and ordinances and water systems regulations; thorough knowledge of sampling and collecting procedures.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; ability to supervise, train, and assist subordinates.

Ability to schedule and supervise water system projects; ability to handle a wide work variety and work in a fast-paced environment; ability to make recommendations for improvements; ability to be detail-oriented, organized, self-starter, and have the ability to prioritize workload; ability to identify and resolve project application issues with customers and trade allies; ability to gather data and enter information in tracking systems/databases; ability to communicate effectively, both verbally and in writing; ability to establish and maintain effective working relationships with associates, contractors, City officials, consultants, contractors, other departments, supervisors, subordinates, vendors, and the general public.

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### **Working Conditions**

This work requires the frequently exertion of up to 50 pounds of force and the occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling and occasionally requires sitting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, working in high, precarious places and exposure to vibration and occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

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