



City of Horn Lake – Public Works

Job Description – Utility Field Supervisor

Purpose of Position

Responsible for leading in the maintenance and repair of utility lines, utility taps, fire hydrants, meter change outs, and other work. May operate heavy and specialized equipment and perform maintenance repair and construction work on public works facilities and projects.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class

Major Duties and Responsibilities

- Participates in manual labor associated with the operation, maintenance, repair and construction of the roadway system, including roadway, shoulder and sidewalk operation maintenance and construction
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the storm drainage system
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the water system
- Installs, tests, inspects, replaces, maintains and repairs water meters; tests, disassembles and cleans water meters
- Investigates customer's complaints regarding water bills; identifies cause of excessive water consumption and advises customers of necessary repairs or alterations
- Performs skilled work in assembling, laying and aligning water distribution and wastewater collection mains and service lines
- Locates and repairs leaks
- Participates in the manual labor associated with the operation, maintenance, repair and construction of the sanitary sewer system
- Maintenance of city facilities as necessary
- Clean, maintain, and service water pumps, equipment and tools
- Occasional operation of backhoe and front-end loader
- Read water meters; assist in building maintenance
- Performs mechanical work as needed
- Minor construction projects, carpentry, concrete, janitorial services
- Supervises staff daily on various projects
- Operates and maintains assigned water plant; monitors systems and equipment for proper operation
- Performs all work in accordance with policies, procedures, regulations and standards of quality and safety
- Participates in in-service training for personnel
- Prepares and/or reviews daily operational control tests and daily logs
- Collects samples and performs routine tests of water

- Calculates daily water usage; adjusts chemicals to maintain required levels
- Troubleshoots system and equipment problems; maintains repairs, cleans and/or calibrates equipment as needed
- Regulates and adjusts motors, pumps, blowers, valves, and other apparatus to meet operational standards
- Performs general building and grounds maintenance work as necessary in support of the water plant
- Picks up supplies, load and unload trucks as necessary supplies for the water plants
- Operate and troubleshoot wastewater lift/pump stations
- Duties as outlined in Quick Guidelines for Certified Water Operations

Performs other duties as directed

Knowledge, Skills and Abilities

- Operate equipment properly and safely
- Operates trucks, trenchers, skip loaders, backhoes, compressors, tapping machines, and a wide variety of other motorized equipment; operates and uses a wide variety of hand and power tools
- Maintain equipment and vehicles properly
- Work as a team member with other employees
- Make decisions within specified time restraints
- Must have good communication skills; requires a calm demeanor in responding to customer questions/and or complaints, and dealing with the general public in everyday activities
- Work autonomously when necessary
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Knowledge of the principles, methods and procedures of maintenance and repair of utility lines
- Knowledge of occupational hazards, safety standards and precautions, and city and state traffic laws, rules and regulations
- Knowledge of utility system operations, plumbing and pipe-fitting
- Ability to establish and maintain effective working relationship with public and other employees
- Follow departmental and city procedures

Job Context

The Utility Field Supervisor is a full-time, permanent position in the Utility Department. The immediate supervisor for this position is the Assistant Public Works Director, followed by the Public Works Director. The Utility Field Supervisor must have a Class **B** Water Operator Certification from the Mississippi Department of Health or able to obtain one within one (1) year of employment. The person in this position is supervised on a weekly basis, and has supervisory

authority. The Utility Field Supervisor works various hours. There is exposure to chemicals and/or hazardous materials. The person in this position must have a valid driver license with a good driving record and a high school graduate degree and/or GED, or, any equivalent combination and experience required to perform the essential position functions. The stress level associated with this position is moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; lift; shovel or dig. Lifting up to 50 lbs.

Mental demands: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information and/or new skills. The employee is occasionally required to deal with dissatisfied individuals.

FLSA: Non - Exempt

REPORTS TO: Assistant Public Works Director and/or Public Works Director.

SUPERVISES: Water Operators, Operators in training, and Utility Laborers

Note: The hourly rate and rate of increase for this position is adopted and approved each fiscal year as part of the department budget.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Signature Acknowledging Job Description

Date

* Adopted: 04/21/2026