



City of Tucson - Online Employment System

[City of Tucson Home Page](#) [Tucson Human Resources Department](#)

[Main Employment Page](#)

[View Job Openings](#)

[Job Descriptions](#)

[Login](#)

[My Employment Profile](#)

[Printable Version](#)

WATER OPERATIONS SUPERVISOR

3 vacancies

Grade: 919 Salary Range: \$20.34 - \$31.62 per hour

Starting Salary: \$20.34 per hour

This position is subject to after-hours, on-call and shift assignment work.

AS THE EMPLOYER OF CHOICE FOR SOUTHERN ARIZONA, WE OFFER EXCELLENT BENEFITS AND AN OUTSTANDING WORKING ENVIRONMENT!

Employees in these classifications earn 104 hours of sick leave and 104 hours of vacation leave annually. Vacation accrual rates increase with seniority. Sick Leave balances are **unlimited** and Vacation balances have a cap of 288 hours.

[Click for Complete Listing of Benefits](#)

You are encouraged to print this bulletin because it contains important dates and information that will not be available online once this position closes. This recruitment will establish a civil service list which will be utilized to vacancies occurring within the next 6 months.

Tucson Water is seeking dependable professionals to supervise personnel in the routine and emergency operation, repair and support of potable and reclaim water systems and pumping plants. These vacancies are in the following sections:

Well Maintenance

Water Plant Maintenance and Distribution

Quality Control (Underground Utility Locating)

Examples of essential duties may include:

- Supervises groups of employees in a work area by planning, directing and scheduling work assignments and monitoring aging work orders; monitoring, reviewing and approving leave time; conducting performance evaluations; scheduling training on technical and safety issues, monitoring and approving daily computerized employee time cards along with biweekly time sheets; overseeing and assisting with work assignments.
- Supervises the inspection and repair of piping, valves and pumping equipment, responds and resolves customer complaints and emergency water situations.
- Trains and evaluates water operations and maintenance personnel and privies direction and instruction.
- Provides customer service by responding to information requests, conducting research, providing solutions to problems, and

correcting errors.

- Performs site and plant inspections by evaluating damaged or worn out pumping equipment, system piping and valving; conducting inspections of trenches and open holes at repair sites for City and Tucson Water safety requirements and OSHA regulations; monitoring and resolving pressure problems at plant sites and valve stations; coaching and directing employees in critical repairs; monitoring equipment performance to ensure industry and Tucson Water standards are met; evaluating preventative maintenance reports with visual inspections; inspecting new pumping equipment plants and making recommendations to improve performance; inspecting fire hydrants, valves and equipment to correct and change "as built" drawings; working with contractors and customers on shutdowns and to keep the water system from damage; documenting findings and developing strategies to correct deficiencies and investigating and resolving operational problems and equipment malfunctions.
- Interacts with contacts and represents Tucson Water's concerns and resolves project/job specific conflicts by representing Tucson Water concerns in resolving customer and contractor complaints, safety concerns, damage incidents, mayor and council inquiries, OSHA concerns, police and fire department concerns, vendor deficiencies and contractor damage.
- Supports Tucson Water sites, projects, repairs and assets by maintaining records and databases, helping to develop and implement policies, procedures and standard operating procedures; ordering and maintaining tools, equipment and supplies, and attending meetings for pre-bids, pre-construction, site meetings and meetings with contractors.
- Designs and manages site and construction plans by recommending and assisting in the design of facilities, pumping stations, distribution mains and associated equipment by reviewing plans and sites; reviewing and redlining new construction plans and making changes and recommendations as necessary and attending pre-construction and pre-bid meetings for new construction and purchases.
- Maintains and manages a computerized maintenance management system by writing work orders, managing employee leave, monitoring labor times, assuring correct asset information, assuring correct work order information for cost accounting purposes, and monitoring materials and equipment for storekeeping purposes.

QUALIFICATIONS

- A high school diploma, GED or equivalent certificate.
- Six (6) months of post-high school training in potable and reclaim water distribution systems and/or line shaft turbine and submersible well pumps, including welding, pipefitting, machine work, rigging or heavy equipment operation.
- Four (4) years of supervisory experience in the construction, maintenance, repair, installation, and operation of line shaft turbine and submersible well pumps, including welding, pipefitting, machine work, rigging, and heavy equipment operation or construction, installation, inspection, repair and maintenance of water distribution systems.
- Completion of the City of Tucson Supervisory Core Series.
- Arizona Department of Environmental Quality Water Distribution Grade 1 Certification required; Grade 2 preferred.
- Valid Arizona Driver's License.
- Equivalent combination of experience and training that provides the desired knowledge, skills and abilities to perform the essential function.

**Supervisory experience at this level is defined as prior experience supervising at least two full-time positions, performing performance evaluations, training and counseling, assigning work and schedules, approving leaves of absences, recommending or initiating discipline or any decisions affecting the employment status of others.*

ADDITIONAL QUALIFICATIONS

Candidate must obtain a valid Arizona Department of Environmental Quality (ADEQ) Distribution Grade 2 certification within one year of hire date, as a condition of employment.

OTHER REQUIREMENTS

Some positions may require a satisfactory criminal background check, Motor Vehicle History Report, Public Records Check and/or physical, drug screen and/or audio exam. Fingerprinting and reference checks may also be conducted prior to an offer of employment. Employment offers are contingent upon successfully passing any of the above requirements.

ACCEPTING ONLINE APPLICATIONS FROM AUGUST 27 - SEPTEMBER 10, 2008

WHAT HAPPENS NEXT

To be considered for this position, please submit online a completed application and complete responses to the supplemental

questions by the closing date. Those applicants meeting the minimum qualifications will be evaluated on the education and work experience in their employment profile and the responses to their supplemental questions. The highest scoring applicants will then be invited to participate in an oral board interview. Upon completion of all examination processes, the highest scoring applicants will be placed on the Civil Service Employment List.

An applicant's ranking on the Civil Service list will be based on their final score which will be calculated as 20% of your rating for Education and Work Experience and 80% of your rating for the Oral Board.

Veterans, Native American, or Disability preference points will be added to the final score for those that are placed on the Civil Service Employment List. If you qualify for Veteran or Native American preference points, you must submit your documentation at the Oral Board interviews. For DD 214's, it must be a copy that indicates characterization of service. [Click here to read the definitions.](#)

HOW TO APPLY

In order to apply, you must register to apply online if you have not already done so. If you are new to the City of Tucson job site, an online guide is available by clicking on "*Employment Application Frequently Asked Questions*" on the main employment page.

After you have registered, click on "View Job Openings" and apply for this position. You may paste your resume under "My Profile Information".

Step 1 - Update or Add your Personal and Demographic information (you may also paste your resume here)

Step 2 - Update or Add your Education Information

Step 3 - Update or Add your Work Experience Information

Step 4 - Complete the Supplemental Questions

Click on "[Submit Application](#)" when you are finished and ready to submit your application.

Applications that do not contain complete education, work experience, and complete responses to all supplemental questions will not receive further consideration and will be deemed as an incomplete application. Examination results and current status will be communicated by email so please ensure your browser accepts emails from jobs@tucsonaz.gov and check your email account regularly.

If you are in need of Americans with Disabilities Act-related accommodation during the testing process, please call 520-791-4241 at least 48 hours prior to the scheduled evaluation.

CONTACTS

All inquiries should be addressed to the below individuals. Do not send emails to jobs@tucsonaz.gov, because this is utilized only for outbound notifications.

Roxie Escarcega, HR Technician, (520) 837-4167, Roxie.Escarcega@tucsonaz.gov

JoAnn Acedo, Lead HR Analyst, (520) 837-4158, JoAnn.Acedo@tucsonaz.gov

JOB CODE 4029/0808

To ensure accurate payroll information for tax purposes, the successful candidate will need to provide their original Social Security Card or original letter from the Social Security Administration with their social security number prior to beginning work with the City of Tucson.

The City of Tucson is an equal opportunity/affirmative action employer. Federal immigration laws require all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. The City of Tucson participates in the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to aid employers in verifying the employment eligibility of all newly hired employees. E-Verify, along with the Form I-9, protects jobs for authorized U.S. workers, improves the accuracy of wage and tax reporting, and helps U.S. employers maintain a legal workforce.

[Apply Now!](#)