
CIP Supervisor

Job Description

Role:

Under the direction of the Maintenance Manager, this position performs skilled work supervising and participating in the work of a Capital Improvement Program Maintenance Crew.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Plan, assign, oversee, and supervise the work of a crew preparing and installing new Authority facilities, systems, and infrastructure.
 - Inspect work to assure conformance with instructions and to ensure that tasks are completed, closed out, and recorded properly.
 - Manage all aspects of project activities for compliance with plans, specifications, standards, and codes with regard to proper materials, work quality, and safety regulations.
 - Request necessary equipment and materials.
 - Train and instruct assigned crew.
 - Prioritize construction projects.
 - Assist the engineering support staff in the preparation of design documents, developing and implementing water and wastewater capital facility improvement plans, including conceptual designs and project budget requirements.
 - Develop and maintain financial projections and records.
 - Assist customers to provide requested service and resolve problems.
 - Lead and participate in installation and replacement of water and sewer lines, service connections, service laterals, valves, pumps, and other water and wastewater infrastructure.
 - Perform masonry, plumbing, and pavement work as necessary.
 - Perform excavation, grading, and landscaping.
 - Inspect, operate, and maintain equipment.
 - Maintain assigned vehicle.
 - Perform other tasks and duties as assigned by the Maintenance Manager.
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Minimum Qualifications:

- Must possess a high school diploma or equivalent. College coursework and or/ an associate's degree preferred.
- Must have at least 4 years of experience in water and sewer construction, and a demonstrated knowledge of the techniques, methods, and procedures used to construct water and sewer infrastructure.

- A valid Virginia driver's license and a Class A CDL with Air and compliance with the Authority's Vehicle and Equipment policy.
- Must obtain and maintain a Responsible Land Disturber Certification and an Intermediate Work Zone Traffic Control Certification.
- Ability to operate equipment used by the Maintenance team.
- Must possess strong human relations and communications skills so as to be able to effectively communicate with all parties involved in a project.
- Ability to make decisions related to the crew's work with limited input from the Manager.
- Ability to understand and apply the BRWA's core value of "Providing quality service to everyone."
- Other skills and knowledge that demonstrate the ability to do the job.
- Must be able to pass a drug test and background screening.

Additional Information:

- Supervision is exercised over an assigned work crew. Responsibilities include evaluating, disciplining up to but not including termination; training; planning, assigning, and directing work; addressing complaints and resolving problems. Responsible for safety of project, work, site, and personnel.
- The position typically requires working Monday through Friday from 7:30 a.m. to 4:00 p.m. with a thirty (30) minute lunch break. This position is subject to being on-call during the off-hours as may be needed for emergency repairs. Position is considered essential personnel.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employee rarely sits and may walk or stand for long periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Occasional
Up to 100	None
100 or more	None

Environmental Exposures	
Work near moving mechanical parts	Frequent

Work in high, precarious places	Occasional
Toxic or caustic chemicals	Occasional
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature