



## Job Description for Water Distribution Supervisor



Job Title	Water Supervisor
Department	Public Works / Utilities
Reports to	Public Works Director
Location	111 High Street, Hogansville, GA 30230 City of Hogansville Accounting Department
Salary Range	\$52,000 – \$60,000 per year

### Job Summary:

The Water Supervisor is responsible for overseeing the daily operations, maintenance, and compliance of the municipal water distribution and treatment system. This position ensures the delivery of safe and reliable drinking water to residents in accordance with all applicable federal, state, and local regulations. The role requires a hands-on, boots-on-the-ground approach, actively engaging in fieldwork, troubleshooting system issues, and working alongside operations staff to maintain optimal system performance.

### Essential Duties and Responsibilities:

- Supervise and coordinate the work of water system operators, technicians, and maintenance personnel.
- Monitor water distribution systems, meters, pump stations, and storage facilities.
- Ensure compliance with all EPA, EPD, and other regulatory agencies; maintain required records and reports.
- Inspect, diagnose, and troubleshoot equipment and infrastructure issues.
- Oversight and direct involvement with making and completing all repairs to water mains, service lines, valves, hydrants, and meters.
- Conduct water sampling, testing, and quality monitoring as required.
- Respond to water service disruptions and emergencies, including after-hours call-outs.
- Assist in preparing operational budgets and monitor expenses.
- Maintain inventory of parts, equipment, and chemicals.
- Provide training and guidance to staff; ensure safety protocols are followed.
- Coordinate with contractors, engineers, and regulatory agencies on water-related projects.
- Prepare and present reports to management as needed.
- Performs other related duties as assigned to meet the ongoing needs of the organization.

### Qualifications:

- High school diploma or GED required; Associate degree or technical school preferred.
- Minimum 3–5 years of experience in water system operations, with at least 1–2 years in a supervisory role.

### Licenses and Certifications:

- Valid Georgia Driver's License (Class C); CDL preferred.
- Georgia Water Distribution License preferred.

### Knowledge, Skills, and Abilities:

- Strong working knowledge of water distribution and treatment systems.
- Familiarity with SCADA systems, water sampling, and regulatory reporting.
- Ability to read blueprints, maps, and technical manuals.
- Strong leadership and communication skills.
- Proficiency in basic computer applications (Excel, Word, GIS a plus).
- Strong organizational skills and attention to detail.
- Ability to maintain confidentiality and exercise discretion.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.

