

**JOB OPENING  
CITY OF ESCANABA  
DISTRIBUTION SUPERVISOR  
WATER/WASTEWATER DEPARTMENT**

The City of Escanaba is seeking applicants for the full-time position of Distribution Supervisor. This position is responsible for supervising, planning, and coordinating assigned work crews for water–wastewater infrastructure improvement projects.

Desirable qualifications are a Michigan Distribution S-1 or S-2. Minimum qualifications are a high school diploma or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Candidates must submit an application, via e-mail, to [hr@escanaba.org](mailto:hr@escanaba.org) with “Distribution Supervisor” in the subject line, or by mail to City of Escanaba, Attn: HR Director, PO Box 948, Escanaba, MI 49829. Prior to submitting credentials, candidates should review the complete job description online at [www.escanaba.org](http://www.escanaba.org). Applications will be accepted until the position is filled.

**JOB DESCRIPTION**  
**DISTRIBUTION SUPERVISOR**  
**WATER WASTEWATER DEPARTMENT**

**Title:** Distribution Supervisor  
**Department:** Water Wastewater  
**Classification:** Non-Union, Salary, Exempt  
**Employment Status:** At Will  
**Effective Date:** November 7, 2023

**GENERAL PURPOSE:**

Supervise, plan, and coordinate assigned work crews for water–wastewater infrastructure improvement projects.

**SUPERVISION RECEIVED**

Works under the direction of the Water/Wastewater Superintendent, and/or Assistant Superintendent.

**SUPERVISION EXERCISED**

Supervision is exercised over an assigned work crew, and/or outside contractors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervise and direct assigned work crews for water-wastewater improvement projects such as repairing, replacing, or installing any type of utility infrastructure.
- Assist in long and short-term planning of infrastructure work.
- Process and maintain all required work orders and other city and department documents.
- Supervise and coordinate activities of other city departments and outside contractors as needed.
- Respond to citizen complaints and questions.
- Purchase and procure items required to maintain the necessary inventory to fulfill the department's capital improvement and emergency repair needs.
- Supervise the care and maintenance of City equipment.
- Responsible for the safety and time-efficiency of the crew assigned over.

**DESIRABLE QUALIFICATIONS**

- Possess or have the ability and experience to obtain a Michigan Distribution S-1 or S-2 Certification.

**MINIMUM QUALIFICATIONS**

- Knowledge of principles and practices of water system facility design and renovation, water hydraulics, applicable laws and regulations, structural and buried infrastructure construction practices.
- Skill in the use of engineering equipment, computers, and software such as Windows.
- Possess a valid Michigan Driver's License.
- High School diploma or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**NECESSARY KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of the procedures, practices, materials, regulations / policies, and equipment

utilized in the maintenance and repair of water systems to effectively plan and conduct utility field operations.

- Knowledge of public and employee safety practices to minimize injury and property damage at work sites.
- Skill in determining priorities and establishing work schedules to effectively meet community needs.
- Skill in training and supervising the work of others.
- Ability to read maps and charts pertaining to the location of underground utilities.
- Skilled in the safe operation and use of all the tools and equipment listed below.
- Ability to understand and carry out written and oral instruction.
- Ability to supervise staff who use the following equipment and/or tools: motor vehicles, pumps, hand and power tools, leak and pipeline location equipment, mobile radio, phone, backhoe, snowplow, semi-truck and trailer, compactor, concrete saw, pipe thawing equipment, jack hammer, air compressor, excavator, ditch witch, pipe pusher, shovels, computer, printer, various software programs, and other electronic devices as needed.

### **SELECTION GUIDELINES**

Selection is based on strength of application, formal training, experience, leadership capabilities, and personal interview. Job-related aptitude testing may be incorporated into the selection process.

### **TOOLS AND EQUIPMENT USED**

The candidate will be required to use and operate a motor vehicle, computer, printer, various software programs, and other electronic devices as needed

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to reach, walk, hear, sit, talk, and use hands to finger, handle, feel, and operate objects or tools. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and smell. The employee regularly lifts/moves up to 10 pounds and occasionally moves up to 50 pounds. The job requires close vision, distance vision, color vision, peripheral vision, and the ability to focus.

### **WORK ENVIRONMENT**

Work is performed primarily outdoors in all weather conditions where the noise level is frequently loud. There is frequent exposed to moving mechanical parts, high or precarious places, confined spaces, fumes, dust, airborne particles, moisture, standing water, and electrical currents. Work is occasionally performed indoors.

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The duties listed above are illustrations of the various tasks which may be required. The omission of specific duties does not exclude them from the position. An employee in this position should expect to be assigned other work which is not specifically listed in the Job Description. The Job Description does not constitute an employment agreement and is subject to change by the employer as the needs of the employer and requirements of the job change.

**The City of Escanaba is an Equal Opportunity Employer**