

Distribution Supervisor – The Fox Chapel Authority will be hiring a Distribution Supervisor with the primary responsibility of maintaining the water distribution system and supervising a crew of 7 Utility Workers. The candidate will plan the daily job assignments, be on call every third week and report directly to the manager. Applications will be accepted until Thursday, August 1st.

DISTRIBUTION SUPERVISOR'S DUTIES

- DAILY – Pick up daily service orders before 7:00 am.
Develop and assign daily work for 7-man crew (11-man crew during summer months).
Supervise on-going daily job assignment work.
Verify accuracy of and log daily waterline reports.
Handle daily incoming calls for customer complaints/concerns, possible leaks, contractors, other municipalities, salesman, scheduling meetings and various test (flow test, determination samples, etc.)
Responding to Emails
Oversee incoming PA one calls/place PA one calls
Notify customers with rapid alert system when needed
- WEEKLY - Review gasoline/diesel receipts.
Conduct safety meeting with crew.
Compile and check inventory.
Check for damaged equipment and tools.
Scheduled meetings
- BI-WEEKLY - Go over time sheets, cross check with and correct time clock reports and submit.
Review and document any receipts/turn into office.
- MONTHLY - Compile and submit capital info.
Submit monthly inventory deduction count spreadsheet to office.
Schedule any vehicles that need inspections & maintenance
- YEARLY - Submit budget requests.
Submit request for County and State Emergency Permit Cards.
Direct annual Uni-Directional system flush: compile log sheets, valve plats and overview for two-man crew, execute daily rapid alert, compile list of discrepancies and schedule repairs.
Direct ongoing annual valve maintenance: maintain log of valves to ensure that a unique 1/4-1/3 of system valves are exercised yearly, log discrepancies and schedule repairs as needed.
Attend DEP Annual Inspection, discuss valve maintenance program, Uni-directional flushing program.

Inventory, organize material for count, print count sheets, supervise count, review and submit.
Compile and submit Recycle Report to O'Hara Township.

AS NEEDED - Order material.

Draft and submit Borough, County and State road opening permits. Complete break and preventive maintenance *reports* on server with a printed copy placed in binder.
Complete break and preventive maintenance *logs* on server with a printed copy placed in binder.
Assist in design of new water line installations, place one call, pull research, contact affected customers and order required materials.

AS NEEDED -

Maintain Equipment/Schedule Necessary Repairs

Maintain Fleet: Oil Changes, Inspections, Repairs - (3)
Backhoes, (1) Track Hoe, (3) Dump Trucks, (2) Utility Trucks,
(3) Pickup trucks,
(1) Van, (3) Trailers.

Plan, Schedule and Supervise Preventive Maintenance work.
Maintenance of Distribution Garage and grounds.
Maintenance of all Authority facility grounds (tank sites, vaults, pump and valve stations, office).
Log and mark all road holes and coordinate restoration with paving contractor/make sure road holes are coldpatch.
Log and supervise all break and preventive maintenance lawn restoration.
Review leak logger results
Leak detection involving overnight surveys and working with leak specialist.
On Call Responsibilities: water quality concerns, one calls, tank levels (SCADA system). Call PWSA for pump turn on/turn off.
Respond to emergency water line breaks, on call one week out of every 3 weeks, on a rotation - Call out crew, pull research, place one call, supervise. Help backup other supervisors first responder shifts when available.