

## **Water Dept. Supervisor – Job Description**

### ***Including but not limited to:***

1. Billing, collecting and posting of all water payments
2. Customer Service relating to all water billing questions
3. Settlement Readings
4. Monthly meter readings (radio reads and some manual reads)
5. Reviewing all payables to water department
6. Receiving and reviewing all receivables
7. Reviewing delinquencies and sending out delinquent notices
8. Delinquent disconnections
9. Processing of late fees
10. Responsible for coordinating meter installations, shut-offs, reconnects, replacement of broken meter lids, broken meters
11. Ordering parts relating to water system (meters, lids, quick connectors for new hydrants, installation of new taps and pits for new structures)
12. Ordering of supplies for water dept. (postage, billing cardstock, etc.)
13. Monitoring payment plans for impact fees and delinquent bills
14. Monitoring status of properties not connected to water system and working towards the connection
15. Continuation of monitoring and moving forward with project relating to water loss issues
16. Coordinates various aspects of the system with Town's engineer and Artesian Water and citizens who receive the service.
17. Review and approves permits for installation of water service, coordinates inspections for new services
18. Scheduling of town plumber for new water service installation and coordinating with property owner on installation and inspection services. Collection of payment for town plumber services
19. Monthly and quarterly reports to the State and USDA
20. Annual water budget and monthly budget analysis
21. Constant communication with Delaware Rural Water, USDA, Office of Drinking Water on various matters