

WATER DISTRIBUTION SUPERVISOR

Definition:

Under general supervision schedules, coordinates and supervises workers and work crews performing maintenance, repair and installation of water and sewer system components, including sewer mains, water meters, valves, other water and sewer services and fire hydrants; conducts field inspections of water facilities and equipment; assists in developing division objectives; evaluates work performance and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

- Schedules, coordinates and supervises work crews and individual workers performing water distribution related activities.

- Assists in the selection, training and evaluation of assigned employees, oversees daily attendance/timecard and work activity records.

- Establishes daily priorities and assigns work to crews and individuals.

- Oversees water distribution operations to include installation, testing and repair of water distribution and sewer systems, valve turning control and fire hydrant maintenance.

- Responds to and investigates complaints, inquiries and claims regarding water distribution/sewer issues.

- Inspects work in progress and upon completion for compliance with blue prints and work specifications.

- Recommends solutions to operational and technical problems.

- Oversees contract work.

- Conducts and participates in staff, safety and management meetings.

- Drafts, recommends and checks preventive maintenance schedules.

- Operates a computer and uses applicable software to prepare memos and correspondence.

- Prepares and reviews water distribution/sewer reports.

Prepares performance, inspection, safety and other reports.

Recommends and drafts orders for materials, supplies and equipment.

Lifts and moves objects weighing 50 pounds or less.

Demonstrates safe work procedures and equipment operation.

Assists with preparation of the Water Division Budget.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Acts as Water Superintendent as assigned.

May serve as a division representative at meetings of City staff or other organizations.

Class Characteristics:

Water Distribution Supervisor is a multi-incumbent supervisory class in the Maintenance Services Department. Incumbents report to the Water Superintendent and are accountable for the safe, healthful and efficient operation of an assigned section of the City's water distribution function and for work quality, efficiency and safety through the effective scheduling and supervision of workers and work crews.

Contacts and Relationships:

A Water Distribution Supervisor supervises support staff as assigned. Contacts are established and maintained with a variety of individuals to include Maintenance Services staff, other City employees, governmental representatives and contractors. There is additional interaction with the public concerning water and sewer issues.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Effective supervisory and management techniques.

Methods, practices, procedures, materials and equipment associated with the construction, maintenance and repair of water distribution and sewer systems.

Record keeping and report writing techniques.

Basic math.

Safety practices and procedures.

Applicable health and safety regulations as they relate to area assigned.

AND

Ability to:

Determine work priorities and schedule, organize, assign and coordinate the work of crews and individuals.

Assist in employee selection, training, supervision and evaluation.

Communicate effectively orally and in writing.

Handle multiple deadlines and multiple projects.

Inspect work in progress and upon completion.

Read and interpret blueprints and work specifications.

Work independently, use good judgment and make sound decisions in accordance with established procedures and policies.

Estimate material, equipment and labor costs.

Write reports and correspondence.

Establish and maintain effective relationships with those contacted in the course of work.

Use a personal computer and applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

An Associates Degree from an accredited community college or completion of two years of study towards a Bachelors Degree at an accredited college or university in water science engineering or business administration or public administration, supplemented by course work in water science to include hydraulics, water treatment or water operations.

AND

Experience:

Three years of progressively responsible experience in the construction, maintenance and repair of water production or water distribution systems to include one year of lead or supervisory experience.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to respond to emergency calls as needed and work extended hours to accommodate City needs.

Valid and appropriate Water Treatment and/or Distribution Operator Certificates, depending on area assigned, at time of appointment and throughout employment in this position.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements and the incumbent may be exposed to heat and cold. An incumbent drives a vehicle on City business, stands and walks on level and uneven/slippery surfaces, kneels, crouches, climbs ladders and inclines, twists, bends, pushes, pulls, reaches, grasps, lifts and carries items weighing 50 pounds or less and operates hand and power tools. An incumbent may be exposed to extreme noise, vehicular traffic, oils, solvents, fumes, electrical and mechanical hazards, dust and chemicals. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

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