



WATER DISTRIBUTION SUPERVISOR

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general direction, this position is responsible to supervise, assign and review the work of staff providing maintenance to the City's water distribution and non-potable water system. The Water Distribution Supervisor participates in the most complex work activities assigned.

Classification Characteristics:

This is an advanced journey level, first-line supervisory position that is expected to perform the full range of duties.

Essential Functions:

- Plan, prioritize, assign, mentor, supervise and review the work of staff involved in the installation, maintenance and repair of the water distribution system and non-potable water system including main line repair; service line installation, replacement and repair; leak detection; main line valve installation, replacement and repair; water main line flushing; pipe cutting; line tapping; water meter installation, replacement, repair and testing and hydrant valve turning and flushing.
- Oversee and supervise the water customer service field duties including radio meter reads, manual meter re-reads, the connect and disconnect of water service and repairs to meters, lids and boxes as needed.
- Monitor, analyze, evaluate and maintain mechanical, hydraulic and computerized specialized equipment used in the water distribution process.
- Provide day-to-day leadership and work with staff to ensure a high-performance, customer service-oriented work environment that supports achieving City objectives and service expectations; provide leadership and participate in programs and activities that promote a positive employee relations environment.
- Provide or coordinate detailed training in the areas of maintenance of the water distribution system, use of related tools and work safety precautions including traffic control, confined space, trenching, excavating and power equipment such as mechanical, hydraulic, pneumatic, motorized and computerized tools.
- Inspect and assess the maintenance needs of the water distribution system; plan and schedule work as required; estimate labor, material and equipment requirements for projects and assigned work; requisition parts, tools, equipment and materials needed.
- Read a variety of utility plans, blueprints, engineered drawings and written specifications for maintenance, repair and construction projects.
- Administer service contracts such as maintenance and repair; determine when contract work is necessary, inspect the work of service providers to ensure compliance with contract requirements and provide direction and correction as needed.

- Act as a technical resource for the City in areas of maintenance of the water distribution system, assist the Engineering Division with related bid specifications for Capital Improvement Projects and coordinate work with other departments.
- Maintain accurate and organized records of related duties.
- Participate in the preparation of the annual operating budget for water distribution programs; forecast funds needed for staffing, equipment, materials and supplies.
- Receive and investigate service requests; determine and ensure appropriate disposition; assist in the investigation of related claims against the City.
- Prepare timely and accurate reports and records.
- Maintain accurate records of systems and facilities including mains, services, valves, pumps, motors and hydrants; ensure facilities are mapped accordingly.
- Respond to public inquiries and complaints relative to wastewater collection.
- Recommend new goals, objectives and policies.
- Maintain current on the status of new and pending regulatory legislation; recommend changes to current policies and procedures in order to comply with changes; ensure compliance with applicable Federal, State and local codes, laws, rules, regulations and ordinances.
- Respond to emergency situations as necessary.
- Supervises support staff; including hiring, training, evaluating, and working with employees to correct deficiencies.

Qualifications:

Knowledge of:

- Principles of supervision, training and performance evaluation.
- Methods, materials, tools and equipment used in the construction, maintenance, repair of the water distribution system including mains, valves, pumps, motors, hydrants and meters.
- Use of traffic control and warning signs; use of cones, barricades and other methods to ensure proper work zone safety.
- Safe work practices including work in confined space entry and trench shoring.
- Principles and practices of contract administration and evaluation.
- City purchasing and supply ordering policies and procedures.
- Principles and techniques of mediation and conflict resolution.
- Pertinent Federal, State and local laws, codes and regulations.
- Basic mathematical principles.
- Methods and techniques for concise and accurate recordkeeping and report preparation.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment.

Ability to:

- Organize, schedule, coordinate and supervise the work of others.
- Perform the most complex maintenance and operations duties.
- Read, interpret, retrieve and produce drawings, blueprints, maps and specifications.
- Operate a wide variety of equipment and tools used in the maintenance of water

distribution systems.

- Organize and prioritize a variety of projects and multiple tasks, set priorities and meet critical deadlines.
- Assist in the development of improved work methods and procedures.
- Analyze problems, identify consequences and alternative solutions to make logical recommendations.
- Make sound independent decisions within established policies, procedural and legal guidelines.
- Principles of supervision, training and performance evaluation.
- Effectively mediate and resolve disputes.
- Communicate clearly and concisely, both orally and in writing.
- Keep accurate and complete records of maintenance activities.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City officials and employees and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Four years of increasingly responsible experience in the construction, maintenance and repair of water distribution systems that includes one year of lead or supervisory experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training or coursework in water technology.

License or Certificate:

- Possession of a California Class C Driver's License.
- Grade III Water Distribution Operator Certificate issued by the State of California Water Resources Control Board is required.
- Grade II Water Treatment Operator Certificate issued by the State of California Water Resources Control Board.
- Ability to obtain a Grade IV Water Distribution Operator Certificate

Working Conditions:

Work in an office and a field environment with exposure to dust, noise, noxious odors and gasses and in inclement weather. Position requires the ability to stand and sit for extended periods; walk, climb up and down ladders and stairs, stoop, squat, kneel, bend, lean, turn, twist, reach, grasp, push and pull on even and uneven surfaces. Lift and carry objects weighing up to 75 pounds. Work in confined areas. Position requires repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries. Near and far vision required for performing duties and completing reports. Drive motorized vehicles and work around moving traffic. May be required

to wear and use a respirator.