

UTILITY SUPERVISOR

JOB SUMMARY

Under general direction, plans, directs, supervises and coordinates the work of a crew performing skilled tasks in the construction, maintenance, repair and service of the District's mains, service lines, storage facilities, fire hydrants and related facilities and appurtenances; oversees the operation of light, medium, and heavy-duty equipment; performs a variety of technical and administrative support functions; and performs related duties as assigned.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Directly supervises utility staff; implements and enforces District policies and procedures; trains and assesses performance of employees within the utility division.
- Plans, assigns and schedules work unit assignments and duty schedules.
- Schedules and supervises the utility maintenance program, including preventative maintenance.
- Visually evaluates job sites and determines maintenance and repair needs; inspects work for quality; participates in determining equipment, personnel and material needs; receives job assignments from the Water Operations Manager.
- Notifies customers of service interruptions; investigates and resolves customer complaints from the public related to utilities maintenance.
- Prepares routine and special reports relative to utilities maintenance, as required by management and regulatory agencies.
- Ensures compliance with state, federal and county health standards, and safety and environmental regulations governing the utility maintenance division.
- Plans and coordinates job sites, including proper positioning of equipment, materials, barriers and traffic control devices, ensuring the use of appropriate safety rules, equipment and proper work techniques.
- Prepares work schedules for utility staff, and designates work procedures and practices.
- Prepares and maintains all utility maintenance records.
- Trains and instructs personnel in the safe operation of light, medium, and heavy-duty construction equipment; operates and inspects construction equipment.
- Oversees the location and repair of leaks in the water distribution system and installation of tapping valves; makes wet taps; and installs pipes for various installations.
- Enforces all safety regulations, ensuring safe work methods are followed and appropriate safety precautions and equipment are utilized; conducts safety meetings with subordinates.
- Provides on-the-job training in the safe operation of work crew's tools, equipment and safety devices.
- Reads, interprets and works from engineering drawings and blueprints.

- Requisitions supplies, materials and equipment to complete assigned tasks.
- Maintains records and prepares a variety of reports including time, supplies and equipment and materials used, and of work accomplished.
- Assists the department superintendent in preparing the annual line-item expenditure budget for the utility maintenance division.
- Plans and implements a preventive maintenance program for water distribution system appurtenances and facilities.
- Oversees maintenance, repair and replacement of facilities under his/her control, including custodial duties in the buildings and yards.
- Coordinates the installation and repair of District potable water system facilities.
- Observes and documents performance and prepares periodic and special evaluations of performance; prepares supporting documentation and recommends employee recognition and discipline; and counsels employees on matters related to performance and employment status.
- Responds to emergency situations including those occurring after normal working hours.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of effective leadership and employee supervision, including training and performance evaluation.
- Relevant local, state and federal laws, regulations and guidelines pertaining to water distribution.
- Advanced journey-level practices, techniques, tools and equipment used in the construction, maintenance and repair of a large potable water distribution system, including mains, service lines, valves, hydrants, meters, and related facilities and appurtenances.
- Safety methods, precautions, procedures and regulations pertaining to all facets of utility work.
- Accurate record keeping methods.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment and software.

Ability to:

- Plan, direct, supervise, schedule and review the work of subordinates.
- Motivate and evaluate staff and provide for their training and development.
- Analyze complex water distribution system maintenance problems, evaluate alternatives, recommend and/or adopt effective courses of action.
- Stay up-to-date on current laws and regulations in the utility maintenance division.
- Develop and implement work standards.
- Prepare clear and concise records, reports and other written materials.
- Exercise independent judgment and initiative within established guidelines.
- Oversee the proper and safe operation of light, medium and heavy-duty construction equipment.
- Recognize unusual or dangerous operating conditions and take rapid appropriate action.
- Communicate clearly and concisely, both orally and in writing.
- Use computers and related software applications.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with department personnel, other departments,

- outside agencies and the public.
- Be available for overtime, standby and after-hour emergencies.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: A minimum of four years of responsible experience in the construction and maintenance of a water distribution system, including meter installation and repair. Supervisory experience highly desirable. Customer service experience is required.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance, and supplemental coursework to meet certification requirements. Supplemental training or coursework in the principles of supervision is required, or must be obtained within six (6) months of employment.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class A, with ability to maintain insurability under the District's insurance carrier. 2) Possession of a State Water Resources Control Board Distribution Operator certificate, Grade III, at time of appointment is required. Certification at the required level must be maintained.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; operate hand and power tools requiring strength and coordination; use hands and fingers repetitively to manipulate small objects and print or write legibly; regularly lift over 50 pounds and frequently, over 100 pounds, with assistance; be exposed to harsh substances; be exposed to foul odors within acceptable ranges/levels; work in confined spaces; ascend and descend ladders up to 50 feet in height; wear protective apparel including, but not limited to, goggles, face protectors, aprons, fall protection, shoes and a respirator, as required by OSHA standards; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

OTHER REQUIREMENTS:

May be required to work evenings, weekends and holidays, and assume stand-by duty as necessary.

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