REVISED: JANUARY 2012 JOB CODE: MAINT55

UNIT: MECO

UTILITY SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

Under general direction, supervises, assigns, reviews and participates in the work of staff responsible for providing water and/or wastewater distribution and collection system maintenance and repair services; and performs other related work as assigned.

EXAMPLES OF DUTIES – Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Plan, prioritize, assign, supervise and review the work of staff responsible for the maintenance and repair activities of water distribution and wastewater collection systems, including pumping stations, collection systems, generators, and pressure reducing stations; oversee cross connection activities; participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures; prepare various reports on operations and activities; recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing water distribution and wastewater collection system maintenance and repair services; implement policies and procedures; participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures; oversee residential and commercial meter installation, repair and replacement; prepare specifications for material and equipment purchases; requisition supplies, materials, and equipment; prepares and submits data for various reporting purposes; supervise the maintenance of time, material and equipment use records; ensure the adherence to City, departmental and safety policies and procedures by personnel; conduct training sessions with employees regarding safety, equipment operations procedures, and related topics; respond to and resolve difficult and sensitive citizen or staff inquiries and complaints; assist in a variety of division operations; perform special projects and assignments as requested; inspect work sites before, during and after completion of work assignments; and perform other related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive water distribution and wastewater collection system maintenance and repair program.
- Procedures, methods, practices, materials and equipment commonly used in a water distribution and wastewater collection system maintenance and repair program.
- Occupational hazards and standard safety practices.
- Principles of supervision, training, and performance evaluation.
- Principles and procedures of record keeping and reporting.
- Basic principles of municipal budget preparation and control.
- Pertinent federal, state, and local laws, codes and regulations.

Ability to:

- Supervise, organize, and review the work of maintenance personnel.
- Select, supervise, train and evaluate staff.
- Interpret, explain and enforce City and departmental policies and procedures.
- Ensure crew compliance with federal, state, and local rules, laws and regulations.
- Maintain accurate records and prepare clear and concise reports.
- Operate and maintain machinery and equipment related to the maintenance, repair and alterations of water distribution and wastewater collection facilities.
- Read and interpret engineering blueprints, specifications and technical manuals.
- Communicate clearly and concisely, both verbally and in writing.
- Plan, organize, direct and evaluate the work of others.
- Establish and maintain effective working relationships and provide excellent customer service.

Experience and Training Qualifications

Experience: Four years of increasingly responsible experience in the maintenance, repair, and installation of water distribution and/or wastewater collection systems, including lead supervisory responsibility.

<u>Training</u>: Graduation from high school, supplemented by specialized training in water distribution and/or wastewater collection system maintenance, construction and repair.

Licenses and Certifications:

A valid California Commercial Drivers License is required.

Utility Supervisor (Water): Possession of a valid Grade V Water Distribution Operator's Certificate issued by the State of California Department of Health Services.

Utility Supervisor (Wastewater): Possession of a valid Grade IV Collections System Maintenance Certificate issued by the California Water Environment Association.

WORKING CONDITIONS

Environmental Conditions: Office and field environment; travel from site to site; exposure to computer screens, office equipment, noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals, work in or with water, on slipperty or uneven surfaces and around heavy equipment.

<u>Physical Conditions</u>: Essential functions may require maintaining physical condition necessary for sitting, walking, bending, crouching, kneeling or standing for prolonged periods of time; moderate or light lifting and carrying, pulling, pushing, reaching; operating motorized vehicles; speaking and hearing to exchange information; visual acuity to read and interpret information.