



## WATER OPERATIONS SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under direction, directs, coordinates, and supervises the activities and operations of the water distribution system maintenance and repair activities related to water mains and lines, wells, hydrants, reservoirs, and sprinkler systems; assists in the design of systems; implements maintenance policies and procedures; outlines, assigns, and determines work projects; ensures safe work practices; acts as the Assistant Water Superintendent in his/her absence; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Water Operations Supervisor** is a supervisory class assigned to supervise the daily operations of the maintenance operations function of the Water Division in the Public Works Department. The incumbent of this single position class serves as the supervisor for all water maintenance and repair functions related to water lines, wells, pumps, and related water distribution equipment. This classification is distinguished from the next higher classification of Assistant Water Superintendent in that the latter has overall responsibility for the administration and management of all water maintenance and quality operations.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Assistant Water Superintendent. Exercises direct and indirect supervision over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Supervises, inspects, and participates in the day-to-day work of crews engaged in the in the repair and maintenance of the water system; outlines unusual work assignments and special projects according to general instructions; coordinates and provides liaison to contractors; inspects completed work.
- Coordinates and collaborates with the Assistant Water Superintendent, Water Quality Supervisor, lead-workers and maintenance workers to address the changing needs and priorities and meet the departmental goals; participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving Division performance and meeting goals; ensures that goals are achieved; forecasts the needs and resources of the Water Division; assists in assessing current and long-range goals and objectives.

- Participates in the selection and training of Water Division personnel; assumes responsibility for motivating and evaluating assigned personnel; provides or arranges for necessary training; recommends discipline procedures as is appropriate.
- Prepares, organizes and updates work plans for the maintenance of the water distribution infrastructure systems; determines the need for various water system repairs, replacements and improvements.
- Tracks maintenance work programs and work status and takes corrective action if goals are not met.
- Develops, tracks and monitors work programs to meet new state, federal and regional requirements.
- Assigns, gives instructions to and inspects the work of crews engaged in the repair and maintenance of water distribution, storage and pumping systems.
- Lays out work for crews; determines the need for maintenance work and repairs; investigates and resolves complaints.
- Performs such work and participates in construction and repair projects; inspects installation of water facilities by contractors.
- Clearly and concisely explains city policies and rules to citizens.
- Reads engineer diagrams and job specifications in order to complete work orders.
- Locates underground utilities for contractors and other utilities as required.
- Respond to emergency calls outside normal hours as required.
- May be required to work during other than normal duty hours, including evenings, weekends, and holidays.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement and fine coordination in the performance of daily duties including preparing reports using a computer keyboard. The position also requires both near and far vision when inspecting work, reading documents, and operating assigned office and/or field equipment. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools, equipment, and supplies weighing up to 50 pounds may also be required. Additionally, the position may require field work outdoors in all weather conditions, including wet, hot, and cold. The position may use chemicals and lubricants, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and biological hazards. The nature of the work may also require the incumbent to work in confined spaces; use power and

noise producing tools and equipment, and drive motorized vehicles in heavy vehicle traffic conditions. The incumbent is required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Water Operations Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of experience in a lead or supervisory capacity in the repair and maintenance of a water system, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a D3 Water Distribution Certificate issued by the Department of Health Services is required and a D4 is required within one year of appointment. Possession of a Back-flow Testers Certification is desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Methods, materials, equipment, tools, and procedures used in the installation, maintenance, and repair of water treatment systems; principles of City and water department's organization and administration; methods and techniques of supervision; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices (including S.B. 198 safety compliance standards).

**Ability to:**

Supervise and direct the assigned maintenance operations and activities of the Water Division in the Public Works Department; keep accurate records and prepare reports; interpret and apply laws, ordinances, rules, regulations, policies and procedures; administer a budget and develop specifications for capital improvements; read and interpret plans and specifications; determine needs regarding labor, equipment, materials, and supplies; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; analyze situations accurately and adopt an effective course of action; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner;

communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of diagnostic equipment and power and hand tools used in water distribution systems; operate an office computer and a variety of word processing, spreadsheet and software applications.

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