



Utility Operations Supervisor

Agency/Department: Operations

Approved by:
Date Approved:
Date of Last Revision:

Reports to: Utility Operations Manager
Supervisors: Varies

JOB SUMMARY: Under general direction, schedules, coordinates and provides field supervision of activities and staff responsible for one or more utilities operations functions related to construction and maintenance of the water distribution and wastewater collection systems, controls, materials and supplies, assists in the preparation of plans and specifications; assists in the administration of contracts for the construction and maintenance of water distribution and wastewater collection systems; and performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS: This is a mid-management supervisor class and is characterized by its responsibility for field supervision. It is distinguished from the Utility Operations Manager in that the manager position is responsible for complete functional areas and is a Management Team member.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities of staff including work assignment, performance evaluation, and employee development; participates in employee selection, disciplinary action, and complaint resolution.
2. Schedules, coordinates and provides field supervision of staff involved in maintenance and construction activities of water distribution and wastewater collection systems, water meter reading, water service and meter replacements and installations and utilities customer services.
3. Assists in the preparation of plans, specifications, administration of contracts for the construction and maintenance of water distribution and wastewater collection systems.
4. Orders construction and maintenance materials and supplies.
5. Prepares work plans for the maintenance of the water distribution and wastewater collection systems.
6. Maintains records and prepares reports.
7. Provides input for and assists in the preparation of performance evaluations of assigned subordinate personnel.
8. Assist in the development of departmental standard operating procedures and emergency response policy and procedures for utility maintenance operations.
9. Provide for the training of assigned personnel in work methods, use of tools and equipment and safety practices.
10. Assist in developing product specifications and in maintaining effective working and liaison relationship with purchasing operations.
11. As necessary, perform crew work including the operation of all types of motorized equipment; may operate equipment during training or emergency situations.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Five (5) years of experience in operation, maintenance, and construction activities related to area of assignment, including two years of lead or supervisory experience.

KNOWLEDGE OF:

- Principles and practices of supervision, including employee selection and training.
- Principles and techniques of supervision, training, and evaluation.
- Materials, methods, tools, and equipment used in maintenance and repair work of water distribution and wastewater collection systems.
- Applicable federal, state, and local laws, codes, and regulations governing water operations and environmental compliance.
- Safety precautions and occupational hazards in the use of equipment; safe work methods and practices.
- Public contracting and contract management.
- Mathematical and related techniques used to estimate material needs and their costs.

ABILITY TO:

- Supervise, train, coordinate and evaluate the work of staff.
- Inspect work for conformance with productivity, quality and safety standards.
- Ensure safety and professional work standards are met.
- Plan, organize, and prioritize tasks.
- Establish partnerships with vendors; manage contracts and service agreements.
- Operate a computer and applicable software, including word processing and spreadsheet software.
- Provide technical and professional leadership and direction.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.
- Acquire a thorough knowledge of applicable programs, policies and regulations of the District and other government agencies.
- Prepare and maintain accurate written reports and records.
- Obtain a basic working knowledge of Hansen software and/or related software utilized by the District for computerized work order system, inventory control system and asset management.

LICENSES:

- Valid Class C California or Nevada Driver's License.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

- Water Distribution Operations Grade 2 Certificate
- Water Treatment Operations Grade 2 Certificate
- CWEA Collections Grade 2 Certificate

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, and project scheduling, and familiar with Hansen or similar software for system information database; motor vehicle; phone; cell phone; mobile radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspections of various land use developments, construction sites, or District facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment; use fingers to write or type.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, bend, kneel, crouch, or crawl; talk or hear; and smell.

The employee will occasionally be required to lift up to 20 pounds and may need to carry for approximate distance up to 50 feet.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIROMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

FLSA Exemption status: Exempt

Employee Unit: Mid-management – Unclassified

Job Family: Operations/Public Works

Class Progression: Maintenance Worker I/II
Equipment Operator I/II
Maintenance Technician I/II
Maintenance Technician Lead
Utility Operations Crew Chief
Utility Operations Supervisor
Utility Operations Manager

Job Description: Utilities Supervisor
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