

**CITY OF WASCO
POSITION DESCRIPTION**

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Water Supervisor	Department : Water	
Reports to: Water Superintendent	FLSA Classification : Non-Exempt	
Career Ladder: Water Superintendent	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to maintain efficient water service to customers by supervising field work crews engaged in the construction, maintenance and repair of the water distribution system. Supervision is exercised over the Water Operator series Incumbents exercise independent judgment in completing work assignments received from a Water Superintendent and reviewed on the basis of results achieved.

CLASS CHARACTERISTICS:

This classification is the supervisory level in the Water Operator series and exists to perform a variety of skilled tasks in the installation, maintenance, and repair of the City's water distribution system. Work is generally performed thru a crew although individuals may be assigned tasks to be performed independently. Work is performed with direction from a Water Superintendent under the general supervision of the Public Works Director. This classification is the supervisory level of the Water Operator series and assists in the performance of tasks necessary for the continuous operation of the water production and treatment equipment. This classification is assigned tasks making routine equipment adjustment to control the process within prescribed limits, monitor the equipment and process flow, assist in obtaining samples and testing the process, recording activities and findings, and assists in the performance of mechanical maintenance duties.

ESSENTIAL RESPONSIBILITIES:

Plans, assigns and supervises the work of service crews engaged in the installation, relocation and repair of water mains, service connections, fire hydrants, valves and related water distribution equipment;

Inspects the work in progress of employees, checks materials and workmanship, suggests improvements in work methods and procedures;

Oversees the construction of water main extensions and other distribution facilities;

Approves requisitions and places orders for materials, tools and equipment for the Water Division and oversees the Assets Inventory; Verifies invoice and payment transaction

Trains employees in work procedures, City policy and safety practices

Inspects water plant facilities daily for operational efficiency, maintenance requirements and signs of intrusion or vandalism

Inspects emergency generators and sewer lift stations weekly for operational efficiency and signs of intrusion or vandalism

In accordance with federal and state regulations; records and submits water sample chain of custody reports to certified laboratories and/or the California Department of Health Services and works closely with both to ensure regulatory compliance

Supervises the maintenance of time and work records and coordinates the status of all service requests

Prepares field sketches showing the location of new installations, relocations, and unrecorded lines and valves

Investigates and prepares accident and damage reports

Perform clerical and administrative duties as assigned

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Will be required to work weekends, after hours, holidays and on-call as need

May perform other work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Materials, methods, practices and equipment used in the construction, maintenance and repair of water distribution systems; Principles and practices of civil engineering as applied to water main construction, maintenance and repair; Trench safety, hard hat, reflective vest, and other safety regulations; City of Wasco water distribution systems; Computer applications with remote machinery or facility operations; Mechanical procedures for activating or controlling a well, booster station, pressure reducing valve, reservoir, and storage tank operations; Methods and techniques used in the installation and repair of water mains and service connections; Confined Space Entry procedures, trench safety, hard hat and vest policies, and other safety issues inherent in the work.

Skilled in –The use and care of the tools and equipment used in the installation, maintenance, and repair of the water distribution system.

Ability to - Perform a broad range of supervisory responsibilities over others; Communicate orally with customers, clients, or the public in a face-to-face one-to-one setting; Work in a variety of weather conditions with exposure to the elements; Produce written documents in the English language, with clearly organized thoughts using proper sentence construction, punctuation, and grammar; Enter data or information into a terminal, PC, or other keyboard device; Work safely without presenting a direct threat to self or others; Observe or monitor people's behavior or objects to determine compliance with prescribed operating or safety standards; Work cooperatively with other City employees and the public; Estimate materials and equipment required for future water distribution operations and to prepare reasonable specifications for such materials; Comply with the Confined Space Entry procedure as

approved by the Occupational Safety and Health Administration; Travel across rough, uneven, or rocky surfaces.

Licenses and Certificates – Possession of a Grade III California Department of Health Services Water Certificate at time of appointment to the class. Possession of a valid California drivers license

Physical Abilities and Work Environment – The employee must be able to stand for lengthy periods of time in both indoors and a variety of outdoor physical and weather environments with exposure to extreme temperatures. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, work in confined places, and possess keen hearing and smell. Operate motorized vehicles and equipment. Exposure to a variety of hazardous gases, chemicals, and chemical compounds used in the course of work. Must possess the manual dexterity to use small hand tools, to use keyboard equipment, and be able to lift up to 100 lbs.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Five years of experience in water main construction, maintenance, and repair activities, including a minimum of one year of experience in the supervision of crew activities at the level of Water Operator III

Education – Some college level courses in civil engineering, water distribution, biology, chemistry, mathematics, management or administration or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date