

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: 12/18/12

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, Deputy Public Works Director, or Director of Public Works, 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. This position is responsible for the management of all activities of the Water Division, and is responsible to the Public Works Director for the fulfillment of the water related goals and objectives of the City. 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, Deputy Public Works Director, or Director of Public Works. 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. In addition, this position plans and directs the activities of the Water Works programs and prepares periodic reports to the Public Works Director and City Council, as requested. It has the responsibility for the preparation of the water budget.

ESSENTIAL RESPONSIBILITIES:

Ensures facilities maintain all Federal, State and City regulations during day-to-day operations;
Prepares budgets and performs cost analysis, cost avoidance, and cost projections;

Evaluates facility expenditure estimates and base budget requests, and makes necessary adjustments;

Plans and implements short-term and long-term operations schedules;

Prepares narrative and statistical reports to the Public Works Director on Division operations, treatment, or service delivery, commodity and chemical usage, and equipment replacement and repair needs;

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;

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 needed;

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 – Planning, organizing, administering and coordinating a variety of Water Division maintenance programs and services, and assigning and directing the work of staff. Providing skilled analytical and management staff support to the Public Works Director. Preparing clear, accurate and concise reports, correspondence and other written materials. Maintaining confidentiality. Establishing and maintaining effective working relationships with those contacted in the course of work and with professional colleagues in other jurisdictions. Communicating tactfully, sensitively and effectively with employees and employee representatives. Using initiative and making sound and independent judgments within established goals and objectives. 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