

WATER DISTRIBUTION SUPERVISOR

DEFINITION

To plan, organize, direct and supervise a variety of water distribution operations as assigned, within the Water Utility Division of the Environmental Utilities Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management staff.

Exercises direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of water distribution and related maintenance activities and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in water distribution and maintenance activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for various water distribution activities, and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supervise and coordinate construction and maintenance of water distribution, wells and related facilities; oversee water distribution preventive maintenance activities, including valve testing, leak detection and repair, and hydrant flushing; respond to and direct emergency repairs as appropriate.

Oversee installation/conversion of residential water meters and installation of commercial meters, including backflow prevention devices.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

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Oversee service personnel providing customer service, USA support and contractor coordination related to the water distribution system.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of construction and maintenance of water distribution systems, including surface and groundwater supply sources.

Equipment, tools and materials used in water distribution systems and related maintenance.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

Organize, implement and direct water distribution systems operations/maintenance activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

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Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

### Experience and Training

#### Experience:

Four years of increasingly responsible experience in water distribution system construction and maintenance activities, including one year of lead responsibility.

#### Training:

Equivalent to the completion of the twelfth (12<sup>th</sup>), GED, or higher level degree grade supplemented by college course work in construction technology, environmental practices, water specialties or a related field.

### License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Water Distribution Operator Grade 3 (D3) certificate issued by the California Department of Public Health by date of appointment.

A Water Distribution Operator Grade 4 (D4) certificate issued by the California Department of Public Health must be obtained within one year of date of appointment.

Possession of a Water Treatment Operator Grade II certificate issued by Department of Public Health is desirable.

09-23-19

06-06-11

04-30-09

04-16-06

01-10-04      Water Distribution Supervisor