



UTILITY MAINTENANCE SUPERVISOR

DEFINITION

Under general direction, organizes, monitors and supervises the City's potable water distribution system operations, and sewer collection system; performs a variety of technical tasks relative to the water and sewer system; provides technical assistance to department management.

SUPERVISION EXERCISED

Supervises subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for sewer maintenance, and water distribution systems to meet operational needs. Establish schedules and methods for providing water and sewer maintenance services; identify resource needs.

Exhibit understanding of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards and work methods when necessary and appropriate; monitor work activities to ensure compliance with established policies and procedures.

Participate in the selection and training of water maintenance staff; work with employees to correct deficiencies and implement discipline procedures when appropriate.

Train staff and oversee safe operation of equipment including trucks, backhoe, front loader, jetting and rodding equipment, jack hammer, trenching machine and related equipment and machinery.

Supervise and participate in the establishment, replacement, repair and maintenance of water mains and sewer lines, valves and hydrants.

Supervise the installation of traffic barricades and other traffic control methods to safely route traffic.

Enter data submit required reports to regulatory bodies for sewer and water.

Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.

Coordinate with contractors in providing contract services; solicit and collect bids for new equipment and contracted maintenance work.

Maintain records concerning operations and programs; prepare reports on operations and activities.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques and equipment used in water and sewer line maintenance, repair and construction.

Standard safety practices required in water and sewer line maintenance and repair.

Supplies and equipment used in water and sewer line maintenance and repair.

Principles and practices of employee supervision, training, evaluation and discipline.

Standard safety practices required by Cal OSHA in the maintenance water equipment and facilities.

Applicable Federal, State and local laws, codes and regulations.

Record keeping and reporting.

Ability and skill to:

Operate a variety of tools, equipment and vehicles including trucks, backhoe, trenching machine and jetter.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Respond to questions from the public and staff.



Plan and organize work to meet schedules and timelines.

Comply with Federal, State and local laws and City policies, procedures and codes.

Communicate clearly and concisely, both orally and in writing.

Work evenings, weekends and holidays on a stand-by schedule.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

AA/AS in water technology, construction or related field and four (4) years of increasingly responsible water and sewer system experience including some lead worker or supervisory experience.

LICENSE OR CERTIFICATE

Possession of a valid Class B California Driver's License with air brakes endorsement and a good driving record.

Grade III Water Distribution Operator certificate issued by the State of California Department of Health Services and Grade II Water Treatment Operator certificate issued by the State of California Department of Health Services.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in fleet maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 50 pounds

Ability to get from one location to another in the course of doing business



Utility Maintenance Supervisor

Created January 9, 2017

Page 4 of 4

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet

