



JOB DESCRIPTION

WATER & SEWER MAINTENANCE SUPERVISOR

(Exempt, Management Position)

DEFINITION

Under general supervision, direct, coordinate and supervise the staff, operations and maintenance activities of staff in the Water and Sewer Maintenance Department; functional areas of responsibility include the installation, maintenance, repair, expansion, and relocation of water distribution and sewer facilities; ensure compliance with operational requirements in area of responsibility and evaluate and determine manpower, materials and equipment required for projects. This position may be required to act as the duly authorized representative to the legally responsible official (LRO) for Sanitation Sewer Overflows (SSO).

SUPERVISION RECEIVED AND EXERCISED:

This classification works independently and receives oversight supervision from the Superintendent. This classification is expected to provide supervision to the entire Water & Sewer Maintenance Worker Crew including involvement in assessment, training, safety, and hiring decision-making.

EXAMPLES OF DUTIES: (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (E=Essential Duty; M=Major Portion of Time)

- Recommend and assist in the implementation of Water and Sewer Field Operations goals and objectives; establish schedules and methods for infrastructure operations; implement policies and procedures. (M)
- Directs and coordinates staff, operations and maintenance activities of Water and Sewer Maintenance crew; functional areas of responsibility include the installation, maintenance, operation, repair, expansion, and relocation of water distribution and sewer facilities.
- Plan, prioritize, assign, supervise and review the work of assigned staff in water and sewer maintenance operations. (M)
- Monitors and evaluate operations and activities of the water & sewer distribution operations; recommends improvements and modifications and prepares various reports on operations and activities. (M)
- Participate in budget preparation and administration; prepare cost estimates for budget items; monitor and control expenditures. (M)
- Assist in preparation and implementation of capital improvement programs to ensure the Water Distribution System and Sewer Collection System will maintain long term and stable operations and compliance with all federal and state regulations. (E)
- Prepare contract documents, requests for proposals and other related procurement documents to obtain needed supplies, equipment and services and administer contracts. (E)
- Participate in the selection of staff; provide or coordinate staff training to ensure safe and efficient performance; work with employees to correct deficiencies; implement discipline procedures. (E)
- Research and prepare a wide variety of reports; maintain files and records on plant operations. (M)
- Work with State Water Resource Control Board staff to ensure that the sewer collection system meets all Federal and State requirements. (E)
- Respond effectively to public inquiries.
- Responds to emergency situations at the plant. (E)
- Perform related duties as assigned. (E)

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

KNOWLEDGE OF:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, disciplines, and the training of staff in work procedures.
- Principles and practices of utilities operations program development and administration.

- Principles, practices, equipment, tools and materials of water distribution system and sewer collection system operation, maintenance and repair.
- Sewer lift station operation, maintenance, and repair.
- City codes, specifications, and standards for AWWA, California Department of Health requirements of municipal water distribution systems, the California State Water Resources Control Board requirements for sewer collection systems and sanitary sewer overflow response and reporting requirements, including all the requirements of Sewer System Management Plan.
- Basic principles and practices of budget and Capital Improvement Program development, administration and accountability.
- Methods of estimating time, materials and equipment needed to perform assigned work.
- Basic construction and repair methods, including carpentry, pipe fitting, painting and cement work.
- Cal-OSHA safety principles, practices, and procedures of water distribution systems and sewer collection systems, including equipment and hazardous materials.
- Modern office practices, methods and computer equipment, and various software such as spreadsheets, word processing, and maintenance management programs..
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

ABILITY TO:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Organize, implement and direct utilities operations.
- Analyze, interpret, apply and enforce Federal, State and local policies, procedures, laws and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, procedures and other written materials.
- Maintain accurate records and files of work performed.
- Develop and recommend systems and procedures related to assigned operations.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

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

Education & Experience:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in water and sewer operations or related field, and five (5) years of increasingly responsible experience in the operation of water and sewer facilities, including two (2) years lead or supervisory experience.

Necessary Special Requirements:

- Possession of a valid California Class-A Driver's License.
- Grade III Water Distribution Certificate issued by the California State Department of Health Services.
- Grade III California Water Environment Association (CWEA), waste water collection system maintenance.
- Other certification(s) specific to functional area of assignment may be required.