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## **MAINTENANCE SUPERVISOR**

Department: Maintenance  
Range:

FLSA Status: Exempt  
Effective Date: March 9, 2016

### **General Purpose**

Under general direction from the Assistant General Manager or Superintendent/Chief Operator, to supervise the maintenance crews in the daily operations of the District's construction and maintenance activities; oversee the installation or repair of pipelines, services, fire hydrants, valves and meters, as well as maintenance of District buildings, pumping stations and reservoirs; perform routine valve and hydrant maintenance; to supervise, train and evaluate assigned personnel; and to perform related duties as required.

### **Essential Duties and Responsibilities**

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Supervises, schedules and participates in the performance of a full range of meter and water system duties including installation, repair and maintenance of water mains, pipelines, services, meters, hydrants, valves, pumps, reservoirs and building maintenance; assigns employees to specific tasks.
- Ensures that all valves and hydrants are in proper working order; performs tests as needed; schedules and assigns daily service/repair work; performs inspections of the installation of water facilities in new construction and rehabilitation projects to ensure conformance to District standards.
- Ensures that all District buildings, pumping stations and reservoirs are inspected and repaired on a routine basis.
- Coordinates with customers, other Utility agencies, other District departments and Underground Service Alert personnel when scheduling repairs or pipeline replacement.
- Assists the Meter Supervisor and Warehouse/Stock Controller in the purchasing of new stock.
- Procure bids on maintenance projects.
- Participates in employee selection; trains, cross-trains, and evaluates employees; conducts discipline, subject to District policies and procedures.

- Maintains a daily safety inspection of vehicles used by the maintenance workers; ensure employees and equipment are prepared for emergency work.
- Maintains an on-going training and safety program for all service operators; assists the District safety officer in a general safety program.
- Researches, evaluates, recommends and participates in the implementation of new industry-wide developments to streamline and improve existing work processes for efficiency.
- Provides information and/or recommendations toward equipment and tools needed to perform assigned work in a safe and efficient manner.
- Assists the Assistant General Manager and/or Superintendent/Chief Operator in assigned administration functions; makes recommendations in anticipating department needs and prepares the department's annual budget.
- Evaluates and makes recommendations on improvements to existing departmental and District operations and programs and takes appropriate actions to institute.
- Supervises, schedules and participates in the meter reading and customer service activities, in the absence of the Meter Supervisor.
- Serves on call to respond to after-hours service calls, burglar alarm calls and emergency leak response calls, as required.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

### **Qualifications**

#### ***Knowledge of:***

- Thorough knowledge of District's water distribution system.
- Principles, practices and methods of installation, repair and maintenance of water mains, pipelines, services, meters, hydrants, valves, pumps, reservoirs and building maintenance.
- Principles and practices of an effective Cross Connection Control Program and Backflow Prevention program.
- Tools and equipment used in the water construction and maintenance work.
- Materials needed for daily maintenance operations.
- Inventory, stock controls and specifications.
- Principles of supervision, training and performance evaluation.

- Business English, spelling and arithmetic.
- Pertinent federal, state and local laws, codes, regulations and ordinances affecting District operations.
- Policies and procedures of the District.
- Modern office procedures, methods and equipment including computers.
- Safe work practices.

***Ability to:***

- Supervise and participate in the work of District personnel engaged in water system duties including installation, repair and maintenance of water mains, pipelines, services, hydrants, valves, pumps, reservoirs and building maintenance.
- Perform a variety of skilled water service and repair work.
- Keep accurate records and prepare required reports in a timely fashion.
- Make sound decisions in accordance with established procedures and policies.
- Select, train and evaluate assigned subordinate personnel.
- Develop, interpret, apply and explain District policies and procedures related to assigned functions.
- Analyze problems; identify, recommend, and implement solutions.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products as well as Utility Billing, Meter Reading and Inventory Control software.
- Observe proper safety precautions.

**Minimum Qualifications**

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

***Education:***

High School graduation, or satisfactory equivalent, preferably supplemented by two years of college level course work in business, public administration, supervision, water supply engineering, information technology and related subjects, and

***Experience:***

Six (6) years of progressively responsible experience in water field service and production with a public agency water system, of which at least two

(2) years of shall be journey level experience in a lead or supervisory capacity.

### **Necessary Special Requirements**

Must possess an appropriate valid, Class "A" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid, Grade II Water Treatment Operator's Certificate, issued by the State of California Water Resources Control Board Division of Drinking Water.

Possession of a valid, Grade IV Water Distribution Operator's Certificate, issued by the State of California Water Resources Control Board Division of Drinking Water.

Completion of one (1) semester of Cross-Connection/Backflow Prevention training.

### **Physical Tasks and Environmental Conditions**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.***