

WATER DISTRIBUTION SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the installation, maintenance, and repair of the water distribution system and non-potable water system; oversees warehouse operations and staff; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions, contractors, and outside agencies; oversees projects and inspects projects for contract compliance; maintains appropriate work records including time cards and work orders; serves as technical resource for assigned work crews; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the construction, maintenance, and repair of potable and non-potable water distribution systems, as well as related facilities; ensure distribution system is in compliance with state, federal, and local regulations.
2. Establish schedules and methods for providing water distribution services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of assigned maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.
6. Perform the more technical and complex tasks of the work unit including reading and interpreting complex construction plans and specifications.
7. Oversee the installation, repair and maintenance of water mains and lines, water service connections, meters, boxes and leaks in water lines.
8. Inspect and evaluate work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with City regulations, policies, and operating procedures and practices; identify problem areas and directs remedial action.

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9. Participate in CIP projects related to assigned area of responsibility; ensure work is completed on time, meets specifications, and is within budget constraints.
10. Respond to contractors for construction shut downs of the distribution system; coordinate systems shut downs to ensure limited interruptions.
11. Meet with contractors and engineering staff to discuss existing distribution system and future construction and installation; oversee and review the work of contractors that are performing construction and repair activities related to the distribution system.
12. Oversee and supervise the operation and efficiency of warehouse operations and staff.
13. Prepare or review and maintain a wide variety of written reports and records including time sheets, work orders, and maintenance requests; input information into a computer system; prepare statistical and/or analytical reports on operations and activities as necessary.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints in an efficient and timely manner; respond to emergency situations as necessary.
15. Coordinate assigned maintenance activities with those of other divisions and outside agencies and organizations.
16. Attend and participates in professional group meetings; maintain awareness of new trends and developments in the field of water distribution; incorporate new developments as appropriate into programs.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of water distribution systems.
- Advanced practices, techniques and materials used in maintenance, construction and repair of water systems, as well as related facilities.
- Principles and practices of cross-connection control.
- Modern warehousing systems and procedures, including methods of proper and orderly storage, issuances and receipt of materials, stock inventory procedures and space use for maximum utilization.
- Principles and practices of project design, cost estimating, and management.
- Operational characteristics of specialized construction and maintenance tools and equipment.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Coordinate and direct water distribution and warehouse operation programs.
- Supervise, organize, and review the work of assigned staff involved in the maintenance and repair of water distribution systems as well as warehouse operations.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing water distribution programs.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Analyze a complex issue and develop and implement an appropriate response.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Oversee and perform maintenance, repair and installation of the City's water distribution infrastructure.
- Drive and operate trucks and construction equipment.
- Observe safety principles and work in a safe manner; minimize public and employee safety hazards by conforming to required codes.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; successfully operate various software programs as required using computers or other types of hand held devices
- Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers, and vendors.
- Work with GIS mapping system and input finished work orders into the maintenance management system.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering, environmental science, or a related field.

Experience:

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Five years of experience in construction, maintenance, and repair of water distribution systems including one year of lead supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a Grade III Water Distribution Operator certificate issued by the State of California Department of Public Health. Possession of a Grade IV Water Distribution Operator certificate issued by the State of California Department of Health Services is required within two (2) years of appointment.

Possession of a Cross-Connection Control Specialist certificate issued by the American Water Works Association is required within two (2) years of appointment.

Possession of a Backflow Prevention Devices Tester certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.