

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY SUPERVISOR

DATE: 12/13/2005

JOB CODE: 51762

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

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.

DUTIES SUMMARY

Under general supervision, to plan, schedule, and monitor various distribution activities including construction, maintenance, service and repair, and installation of water and fire services; to supervise crews engaged in performing water utility projects, water utility trench excavation, pipeline repair work, and service installations; to train, instruct, evaluate, and correct the work of assigned crews in the performance of specific tasks; assist in design, planning, scheduling, and the construction management of projects; to participate in the gathering and compiling of data and the preparation and review of designs, plans, estimates, specifications, and reports for the construction, alteration, and maintenance of water utility, hydrogeneration and geothermal systems; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Water Utility Supervisor is the supervisory level class in the Water Utility Worker series. Supervision is received from the Water Utility Distribution Superintendent or the Water Utility Operations Superintendent. Incumbents routinely plan, schedule, assign, and monitor projects and tasks through subordinate lead workers. Incumbents coordinate and participate in the training, instructing, evaluating, and correcting of the work of crew members insuring that accepted work and safety methods are practiced. Incumbents oversee workers engaged in a broad range of routine to very complex level duties requiring advanced journey-level expertise in the following areas: the construction mechanic trade; the construction and maintenance of pipelines and water services; and the service and repair of the water distribution system. Incumbents are expected to use sound and independent judgment in carrying out job assignments, and may serve in the absence of the Water Utility Superintendent.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

All Positions:

- Provides courteous and expeditious customer service to the general public and City department staffs;
- Routinely adheres to and maintains a positive attitude towards City and Department goals;

Water Utility Supervisor
Page 2 of 5

- Organizes and coordinates the work schedules of various crews to meet work assignments; assigns personnel to each crew;
- Provides job assignments to Water Utility supervisors in the absence of and/or under the direction of the Water Utility Operations or Distribution Superintendent;
- Assists the Water Utility Operations or Distribution Superintendent in long-range planning of water utility projects;
- Determines priorities between reported problems and scheduled work assignments;
- Supervises, trains, develops and evaluates the performance of subordinate personnel;
- Reviews plans and specifications of work to be done and requisitions material;
- Explains Water Department procedures to residents and property owners; answers policy questions;
- Confers with and makes reports to superiors on work programs; compiles information of past and current activities of the section crews;
- Checks and signs timecards;
- Instructs personnel in work methods, good housekeeping and safety practices; ensures the adherence to safety standards and the proper use of safety equipment;
- Ensures proper preventive maintenance of equipment;
- Operates Department vehicles;
- Provides job related technical assistance to other Water Department section supervisors; serves as a resource for the Water Utility Operations and Distribution Superintendent;
- Maintains information exchange with other Water Department sections concerning the impacts of section activities;
- Operates personal computers and office software;
- May take the place of the Water Utility Superintendent in their absence.

In addition, may be assigned these duties as required by section assignment:

- Schedules, monitors, supervises and implements the installation, replacement, maintenance and repair of commercial and domestic water services, fire services, main lines, gate valves and water utility construction work;
- Receives, investigates and takes action on complaints regarding water main and service leaks, fire hydrant pressures and similar matters.
- Confers with developers and contractors regarding new services; locates water lines for utility companies;
- Coordinates water utility distribution project documentation to assure accuracy and timeliness of job closures;
- Field verifies Underground Service Alert water utility locations and maintains documentation of all field locations conducted for Underground Service Alert;
- Coordinates the Department's Vehicle Information System;

- Plans and schedules water utility distribution construction and service and repair projects including requisition of materials and equipment;
- Answers questions regarding service installations, water pressure problems, infrastructure locations, and related construction and maintenance projects;
- Interprets construction drawings.

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:

Knowledge of:

- General principles of supervision;
- Principles of water distribution systems;
- Principles of water utility construction and maintenance;
- Principles and practices of pipeline and water service repair and installation;
- Operations, maintenance, and scheduling of water pipeline distribution systems;
- Types and variety of tools and materials used in pipeline and valve maintenance;
- Methods of trench excavation, shoring and safety;
- Terminology used in water and construction industries;
- Advanced principles of project and contract management;
- Planning and organizing a unit of engineering technicians, draftspersons, and water quality monitors;
- Federal and State water, wastewater, and environmental laws and regulations;
- Federal and State safety and OSHA Regulations;
- Principles of traffic control safety;
- Basic public relations;
- Basic knowledge of mathematics and accounting principles;
- Verbal English to understand and be understood; written English to communicate in writing at an intermediate level;
- Appropriate safety precautions and procedures;
- Advanced record keeping methods.

Ability to:

- Supervise and schedule work assignments of crews through subordinate lead workers;

Water Utility Supervisor
Page 4 of 5

- Evaluate materials and workmanship of construction, maintenance, and pipeline repair;
- Coordinate the construction activities for complex water utility construction projects including the preparation of specifications, drawings, and construction documents;
- Prepare clear and concise technical reports and cost estimates;
- Perform project management including scheduling, change orders, and project close out activities;
- Perform construction inspection;
- Conduct thorough investigations, organize data, and draw sound conclusions;
- Review and comment on environmental documents;
- Plan and schedule work assignments; set priorities, train, evaluate, select and discipline subordinates;
- Interpret and apply Water Department policy;
- Understand and carry out oral and written instructions; read and write at an intermediate to advanced level;
- Establish and maintain effective relationships with those contacted in the course of work;
- Read, write and perform mathematical calculations at an intermediate to advanced level;
- Maintain detailed records;
- Serve as superintendent in the absence of the superintendent performing administrative functions including work orders, payroll, and construction orders;
- Read and understand moderately complex drawings, sketches, blueprints and specifications;
- Maintain an appropriate safety and preventive maintenance program;
- Troubleshoot moderately complex water service performance problems;
- Work under moderate or high stress conditions;
- Operate a personal computer and office software applications accurately and efficiently;
- Operate a vehicle observing legal and defensive driving practices;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or satisfactory equivalent,

And

Experience: Five (5) years of progressively responsible experience in water utility project construction and maintenance, and/or service and repair,

And

Certificates: Must have and maintain a State of California Department of Health Services Water Distribution Operator Grade 3 certificate,

And

Must possess a valid California Class "C" driver's license; Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12504a).

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to transport materials and supplies weighing up to 75 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Utility Supervisor

To: Water Utility Operations Superintendent
Or
Water Utility Distribution Superintendent

Job Description:

BOWC Approved: 12/13/2005
CSB Approved: 12/13/2005

Testing Standards:

Open/Dept Promo/CS Oral: 12/13/2005