

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

UTILITIES SUPERVISOR

DEPARTMENT: WATER/WASTEWATER/DRAINAGE

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS - 05-21-2014

SUMMARY: Responsible for the daily planning, organization, coordination and supervision of a staff of employees assigned to the construction, repair, and maintenance of water distribution systems, sewer collection systems, drainage systems, buildings, grounds and other facilities; to perform a variety of technical and administrative support functions including site inspections, verification of code compliance, plan checks; and to perform other related work as required.

SUPERVISION: Receives general supervision from the Director of Field Operations; Provides direct supervision over Utility Workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; Other duties may be assigned.

- Responsible for the planning, organization, coordination, evaluating and supervision of employees assigned to the construction, repair, and maintenance of water distribution and sewer collection systems, drainage systems, buildings, grounds and other facilities;
- recommends and implements proposed changes and enhancements to systems and facilities operation; responds to complaints and requests for information; prepares and maintains reports of completed job orders and the status of jobs in progress;
- inspects job sites, before, during, and after, to monitor work progress, assure satisfactory completion and plan new assignments; prepares requisitions for system operations and maintenance supplies, equipment and materials; develops cost estimates for labor, materials, and projects; supervises special projects as required;
- conducts regular safety meetings, participates as a member of the District safety committee; investigates and completes necessary incident reports and accident reports; maintains records, prepares and submits required reports for appropriate agencies;

- implements preventative maintenance programs;; monitors and applies best management practices as related to Stormwater system in the District;
- supervises backflow testing and monitoring program for the District;
- conducts plan checks and inspects all underground water, sewer and drainage new construction to ensure compliance with District standards; coordinates location and marking of USA's (underground service alerts) for underground facilities.
- Respond to customer complaints and or service requests concerning water, sewer, and drainage;
- Coordinates meter reading, disconnects/reconnects, new water service billings;
- Supervises and directs emergency repair work and shutdowns;
- Maintains a variety of logs, files, inventory and records in electronic format.

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.

Excellent skills with computers, computer applications and software, including but not limited to Excel, Word, Power Point, asset management and database software.

Ability to supervise personnel in a wide range of operations, repair, and maintenance work at water, wastewater (underground utilities) and drainage facilities. Develop, implement and maintain comprehensive asset management and preventative maintenance program. Maintain responsibility for operations and maintenance at assigned facilities. Monitor and manage the progress of multiple projects. Diagnose a variety of operating problems and take effective corrective actions. Communicate clearly and precisely verbally and written. Maintain logs, charts, records, reports, and budgets. Mentor and train less experienced staff. Establish and maintain cooperative working relationships. Work unusual shifts, weekends, evenings, and holidays when required, as well as on Standby for emergency response.

Coordinate training, monitoring, testing and sampling operations with District staff.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience, which would likely provide the required

knowledge and ability, is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

Four years of substantial and increasingly responsible construction and maintenance experience involving water distribution, wastewater collection and drainage system facilities, including at least one year in a lead or supervisory capacity.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are conditions of continuing employment.

Possession and maintenance of a minimum water distribution certification consistent with the level required for the District's water system, which is currently a Grade 2 Water Distribution Operator's Certificate, issued by the California Department of Public Health, within 18 months of entering this position is required, and;

Possession and maintenance of a Backflow and Tester Certificate issued by the State of California or AWWA within 18 months of entering this position is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to manipulate, handle, and feel objects, tools, controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, crawl; talk hear; and taste and smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and in outside weather conditions

and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, biological hazards, extreme heat, and vibration, risk of electrical shock.

The noise level in the work environment is usually loud.

COMMENTS:

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.