



Utility Supervisor

Summary

Plan, direct, and supervise activities of staff within the Operations and Maintenance Division of the Public Works and Utilities Department; perform a variety of technical tasks related to assigned area of responsibility; functional areas of responsibility include the installation, maintenance, repair, expansion, and relocation of water distribution, surface water management, and wastewater collection.

Class Characteristics

General direction is provided by a higher-level supervisor or manager; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

This position is distinguished from the Utility Services Crew Foreworker in that the Utility Supervisor provides first level direct supervisory responsibilities over utility maintenance staff and operations within an assigned section, and the Utility Services Crew Foreworker provides functional leadership over the work of utility crews. This position is distinguished from the Assistant Operations Manager in that the Assistant Operations Manager has management responsibility for all division operations and activities.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, assign, supervise, and review the work of assigned staff, consultants, and contractors within an assigned section of the Operations and Maintenance Division.

Ensure compliance with operational requirements in assigned areas of responsibility.

Monitor, evaluate, and determine staffing, materials, and equipment required for projects; prioritize and make recommendations on project implementation; submit requisitions for additional supplies; request approval to purchase equipment; monitor use of materials to maintain inventory.

Prioritize and review work in progress; evaluate work methods and procedures used in maintenance and repair, recommend and implement improvements; supervise, inspect and participate in the operation and use of equipment, materials and tools on job sites.

Supervise the operation of pumps and related flow and pressure control and storage facilities manually or through the use of supervisory control and data acquisition (SCADA) to maintain and/or adjust system flow and pressure requirements; control flows to meet consumer demands including fire flow demands and minimum pressure requirements.

Determine, calculate, and ensure proper control of chemical dosage rates for wellhead disinfections, treatment, and distribution residual maintenance; investigate water quality problems in the distribution system as required.

Recommend and assist in the implementation of goals and objectives; supervise, train, and evaluate the work of assigned staff; assist in staff recruitment and selection, conduct annual performance evaluations; recommend and implement discipline procedures.

Ensure proper safety precautions to maintain a safe work environment; enforce and train crews in safe work techniques, policies, and the proper use of equipment and materials.

Conduct project inspections to evaluate progress and assure conformance to specifications.

Coordinate with other City departments and divisions as needed to accomplish the work while considering efficiency and economics.

Conduct research and prepare memos, letters, reports, and studies on operations and activities; perform record keeping and maintain records.

Participate in budget preparation and administration; prepare and recommend budget estimates related to area of assignment; prepare explanations for recommended costs; monitor, control, and report expenditures; prepare requisitions for materials, supplies, and equipment.

Review questions and provide information to the public; investigate complaints and recommend corrective action as appropriate to resolve complaints.

Perform related duties as assigned.

Skills/Abilities:

Organize, direct, supervise, and implement the work involved in providing operations and maintenance support to the City's water distribution, storm water, and wastewater collection systems.

Determine and make recommendations on staffing, material, and equipment requirements for projects.

Evaluate and determine proper control and feed rates of chemicals and materials used in utility systems.

Assist in developing and administering the division's budget.

Schedule and ensure assignment of duties relative to certification required for the job.

Supervise, train, and evaluate assigned staff.

Interpret and explain pertinent City, department, and division policies and procedures.

Investigate complaints and respond to common inquiries from customers.

Identify safety hazards and ensure the implementation of effective safety programs.

Prepare and implement technical and general instructions, maintain records, and prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal, personal computer, or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally 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. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Operations and maintenance of utility systems.

Principles and practices of effective supervision, including training, performance evaluations, hiring, and discipline.

Principles and practices of water distribution mathematics.

Methods and techniques of implementing and administering utility safety and security programs.

Methods and techniques of inspecting utility maintenance projects.

Methods and techniques of monitoring and regulating chemical processes.

Principles and practices of distribution system operations and maintenance.

Operational characteristics of materials and equipment used in water; stormwater, and wastewater systems including SCADA systems, pipelines, line equipment, pumps, motors, chemical feeds, and related materials.

Rules and regulations governing water; stormwater, and wastewater system operations, including certification requirements and environmental regulatory mandates.

Occupational health and safety practices.

Principles and practices of record keeping.

Pertinent federal, state, and local laws, codes, and regulations for assigned areas of responsibility.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade. College level course work in industrial technology, supervision, and/or operations and maintenance of utility systems is highly desirable.

Experience:

Four years of increasingly responsible experience performing work in the operations and maintenance of utility systems. Experience should include at least one year in a supervisory capacity.

Certifications/ Licenses:

Possession of a California Department of Health Services Grade II Water Treatment Certificate.

Possession of a California Department of Health Services Grade III Water Distribution Certificate.

Possession of a valid California Class C driver's license with a satisfactory driving record.

Possession of a California Department of Health Services Grade IV (D4) Water Distribution Certificate within 18 months of appointment as a condition of continued employment. D4 Certification must be maintained as a condition of continued employment.

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Additional Requirements:

Must be available to work outside normal working hours when necessary.

Established: 12/04/06

Abolished: 2013

Reestablished: 12/07/2020

Resolution#: 2020-175 N.C.S.

Department: Public Works and Utilities

FLSA Status: Non-exempt