

WATER INSTALLATION AND MAINTENANCE SUPERVISOR

DEFINITION

To supervise, plan, schedule and review activities related to the installation and maintenance of the City's water and meter systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utilities Superintendent. Provides direct and indirect supervision to meter services, backflow program, water field construction and maintenance field personnel, and clerical staff.

ESSENTIAL DUTIES

1. Coordinates program operations with the needs of the public, outside agencies, and other City divisions.
2. Receives, investigates and responds to the public complaints and requests for service.
3. Confers with developers and contractors as needed to ensure that the City's water system standards are being adhered to.
4. Works cooperatively with property owners, other utilities, and City staff.
5. Supervises and evaluates assignments of employees performing water meter repair and reading and water field maintenance and construction work. Also arranges schedules so that emergency staff is on standby 24-hours a day to take necessary action.
6. Routinely drives City vehicle to job site to inspect meter repairs and installations and monitor the work of field operations crews. Identifies mechanical failures and initiates corrections to resolve the problems.
7. Oversees the testing and approval of backflow devices.
8. Oversees the development of schedules and establishment of assignment priorities for the water field maintenance and construction section. Assigns equipment and personnel to a variety of field projects.

ESSENTIAL DUTIES (continued)

9. Develops specifications for water meters and related equipment and recommends the purchase of major items, as needed.
10. Assists the Utilities Superintendent with budget preparation.
11. Prepares and maintains specialized water system records which includes updating internal forms and procedures.
12. Prepares all correspondence needed to ensure effective coordination between the Water Shop, Public Works and the general public.

OTHER JOB RELATED DUTIES

1. Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Water Shop operations which includes an overall understanding of the functions and inter-relationships of water distribution pipe maintenance and meter services, other utilities, and the Public Works Department.
- B. Maintenance and repair methods of calibrated meters and water distribution pipe systems.
- C. Techniques of modern supervision.

Ability to:

- D. Deal tactfully but assertively with employees, contractors, utility representatives, and the general public.
- E. Direct the daily operation of a municipal Water Shop.
- F. Trace and correct mechanical or procedural errors.
- G. Supervise, train and evaluate employees.

Ability to (continued):

- H. Coordinate shift schedules to insure the timely processing of the public's requests.
- I. Make independent judgments during emergencies.
- J. Communicate both orally and in writing to prepare clear and accurate maintenance and safety reports, lead discussions, and present information to City staff, contractors, and the general public.

EXPERIENCE AND TRAINING

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of progressively responsible experience in the installation and maintenance of a water system including two years of responsible supervisory authority over the work of construction crews.

Training: Equivalent to completion of the twelfth grade.

License or Certificate: Possession of a valid Class B California Drivers License.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; review the work of field crews at construction sites with exposure to trips, slips and falls; independently drive a City vehicle; work outdoors in inclement weather; sit, stand and/or work for prolonged periods; access a personal computer and work overtime as required.

PROBATIONARY PERIOD: One Year

793CS94

November 1969

Revised May 1994

AAP GROUP: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt