

ELK GROVE WATER DISTRICT
JOB ANNOUNCEMENT

(Posted on January 31, 2019)

Water Distribution Supervisor

*Elk Grove Water District is an equal opportunity employer.
Employment is at-will.*

Elk Grove Water District is seeking qualified applicants to fill two (2) positions as Water Distribution Supervisor, one (1) for the Distribution Department, and one (1) for the Utility Department in a full-time regular capacity. Send EGWD application, resume, and a clean five-year (5) driving record to EGWD; 9257 Elk Grove Blvd.; Elk Grove, CA 95624; Attn: HR; or sphillips@egwd.org. Documents must be received by Thursday, February 28, 2019, at 5:00 PM.

POSITION:	Water Distribution Supervisor
DEPARTMENT:	Distribution and Utility
DIRECTLY REPORTS TO:	General Manager
FLSA:	Non-exempt
DIRECTLY SUPERVISES:	Water Distribution Operators
ADDITIONAL DUTIES:	Duties as assigned
SALARY:	\$35.99 - \$43.74 hourly
JOB DESCRIPTION DATE:	May 9, 2007
JOB DESCRIPTION REVISION DATE:	January 24, 2019

Job Definition

Under general direction of the General Manager, the supervisor plans, organizes, directs, supervises, and trains the District personnel assigned to the operations and maintenance functions of the District, water distribution system. This position is responsible for the maintenance of existing facilities and the installation of new water mains and appurtenances; and other duties as assigned/required.

Examples of Duties:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.

- Plans, organizes and supervises the work of staff assigned to field customer service and water distribution system, maintenance, and repair.
- Directs crews performing emergency repair work.
- Coordinates work with outside repair services.
- Insures the maintenance of an adequate inventory of repair parts and supplies.
- Inspects and coordinates the work of water service, maintenance, and repair crews.
- Maintains a variety of files and records.
- Provides supervisory training and work evaluations for assigned staff.

- Works with other District staff in coordinating water pressure complaints, water quality complaints, disconnects, new service installations, and reconnects.
- Supervises emergency shut-downs and repair work.
- Inspects time reports for proper allocation of time.
- Assists with development and administration of budgets.
- Represents the District with the public, contractors, and representatives of other government agencies.
- Holds periodic staff meetings for the purpose of technical, procedural or safety related training.
- Performs duties as assigned or required.

Ability to:

- Travel regularly by vehicle when performing work on or inspecting District facilities and field operations.
- Regularly work in an outdoor environment, with exposure to dust, dirt, and significant temperature changes.
- Carry, push, reach, and lift equipment and parts weighing up to 90 pounds.
- Stoop, kneel, crouch, crawl, climb and dig during field maintenance and repair work.
- Communicate orally and in writing with District management, co-workers, and the public in a variety of settings.
- Develop information and prepare reports.
- Read and understand construction drawings.
- Implement traffic control as needed during construction.
- Establish and maintain cooperative working relationships.
- Regularly use a telephone for communication with district staff, outside vendors and contractors.
- Use office equipment such as computer terminals, copiers, and FAX machines.
- Walk on uneven terrain.
- Sit for extended periods of time.
- Hear and see within normal ranges.

Knowledge of:

- Disinfection procedures and protocol; Bacteriological sampling and collection; and chain of custody procedures.
- Operating principals, methods, materials, and equipment used in water system installation, maintenance, construction, and repair work.
- All aspects of water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc.) and applicable local, state and federal regulations.
- District policies, procedures and standards.
- Mathematical principals related to water measurement and distribution systems.
- Laws, regulations and ordinances applicable to water treatment and distributions operations.
- Principals of work safety.
- Principals of employee training and supervision.

Physical Requirements:

- Carry, push, reach, and lift equipment and parts weighing up to 90 pounds.
- Stoop, kneel, crouch, crawl, climb and dig during field maintenance and repair work.
- Walk on uneven terrain.
- Sit for extended periods of time.
- Hear and see within normal ranges.

Minimum Required Personal Protective Equipment:

- Hardhat
- Safety glasses
- Ear protection
- Steele toed/composite boots
- Class II safety shirts
- Long blue jeans

Required Certifications and Licenses:

- State of California Water Distribution Operators certificate D3.
- State of California Water Treatment Operators certificate T2.
- Possession of a valid Class C California Driver's License.

Required Education and Experience:

- A minimum of two years' experience with the District, while possessing a State of California Water Distribution Operators certificate D3, State of California Water Treatment Operators certificate T2, and demonstrated knowledge/ability, or
- Five years of increasingly responsible work experience in water pipeline construction work, supervisory experience, and performing work in the operation, maintenance, and repair of water distribution/treatment facility systems possessing a State of California Water Distribution Operators certificate D3/T2.