

FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
CLASS SPECIFICATION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION: **Water Distribution Supervisor**
DEPARTMENT/DIVISION: Distribution and Utility
DIRECTLY REPORTS TO: General Manager
FLSA: Non-exempt
DIRECTLY SUPERVISES: Water Distribution Operators

Job Definition

This position plans, organizes, directs, supervises, and trains the District personnel assigned to the Distribution and Utility Departments. This position is responsible for the maintenance of existing water distribution system facilities and the installation of new water mains and appurtenances; and serves as a member of the District's Leadership Team.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Plans, organizes, and supervises the work of staff assigned to the Distribution and Utility Departments.
- Directs crews performing emergency repair work.
- Coordinates work with outside repair services.
- Ensures the maintenance of an adequate inventory of repair parts and supplies.
- Inspects and coordinates the work of water distribution operators.
- 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.

Qualifications

Knowledge of:

- District policies, procedures, and standards.
- Principals of work safety.
- Basic equipment maintenance and repair.
- General plumbing, electrical and construction methods.
- Data collection systems and computer software such as: Microsoft Word, Excel, and Outlook.
- Reading comprehension and basic mathematical computations.

- Confined space laws and procedures.
- Disinfection procedures and protocol; 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.
- Mathematical principals related to water measurement and distribution systems.
- Laws, regulations, and ordinances applicable to water treatment and distribution operations.
- Principals of employee training and supervision.

Ability to:

- Organize, schedule, coordinate and direct the work of assigned staff.
- Supervise, train, motivate, coach, and evaluate assigned staff.
- Build consensus among personnel through an exchange of ideas and facts.
- Develop information and prepare reports.
- Read and understand construction drawings.
- Implement traffic control as needed during construction.
- Use a telephone for communication with district staff, outside vendors and contractors.
- Use office equipment such as computer terminals, copiers, and facsimile machines.
- Establish and maintain cooperative working relationships with outside vendors and contractors.
- Communicate proficiently with District management, co-workers, the public, outside vendors and contractors in written and oral form.

Physical Requirements

- Travel regularly by vehicle when performing work on or inspecting District facilities and field operations.
- 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.
- Regularly work in an outdoor environment, with exposure to dust, dirt, and significant temperature changes.
- Walk on uneven terrain.
- Sit for extended periods of time.
- Hear and see within normal ranges.

Required Certifications and Licenses

- Possession of State of California Water Distribution Operators certificate D3.
- Possession of State of California Water Treatment Operators certificate T2.
- Possession of CA-NV AWWA Cross-Connection Control Program Specialist. (Distribution)
- Possession of a valid Class C Driver's License.

Required Education and Experience

- High school diploma or equivalent.
- Minimum of four (4) years' experience with the District, or
- Four (4) years of increasingly responsible work experience in water pipeline installation, maintenance, repair or construction work, and performing work in the operation, maintenance, and repair of water distribution/treatment facility systems and supervising water operators.