



Service Beyond Expectation

OPERATIONS SUPERVISOR (Water Utility)

Job Status: Exempt
Date Adopted: 11-2012
Date Modified: 08-07-2023

Safety Sensitive Position

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for the water distribution systems, wastewater collection systems, service, repair, inspection, and preventative maintenance; supervises and coordinates the activities of the water division.

DISTINGUISHING CHARACTERISTICS

This is the first-line supervisor-level classification in the Water Division and/or Wastewater Collections for the Operations Department. Positions assigned to this level provide supervision to journey-level staff and may independently perform highly technical and specialized duties at a level beyond that found at a journey level. Supervisory duties include assigning specific duties, ensuring completion and compliance with applicable standards, policies, and procedures, as well as providing technical assistance, training, writing, and conducting performance appraisals.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Operations Manager (Construction & Maintenance).

Direct supervision is provided to the Water Utility Division.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assign, evaluate, and supervise the work of a crew of water maintenance workers performing water distribution utility duties; ensure completion of assigned duties for appropriate quality and timeliness.
2. Write and conduct formal performance appraisals; participate in various personnel actions, including hiring, counseling, training, promotion, discipline, and termination.
3. Interrelates effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.
4. Attends and participates in professional group meetings; stays abreast of new trends and innovations in utility/field maintenance; directs the incorporation of new developments into program areas, as appropriate.

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5. Responds to and resolve complex and sensitive citizen inquiries and complaints.
6. Assists and participates in developing and administrating the Operations Division's annual budget.
7. Reads understands, and ensures compliance with the CVWD Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
8. Assists in administering reactive and preventative maintenance activities for the water distribution utility system.
9. Coordinates and schedules routine maintenance and daily work duties of the water distribution system; maintains computerized records of maintenance scheduled and completed.
10. Oversees detailed inspection, repairs, and installation of water distribution system using equipment, tools, and techniques; ensures maintenance of logs and records of inspections conducted.
11. Coordinates and schedules routine maintenance and daily cleaning of the wastewater collection system using Jet-Rodder equipment; maintains computerized records of maintenance scheduled and completed.
12. Directs and participates in the maintenance of the water distribution system, including repair of water mains, fire hydrants, valves, and water service lines and performance of cement repair and patchwork; obtains necessary supplies and equipment needed by work crews.
13. Evaluate job sites and determine personnel, equipment, and material needs; requisitions needed materials and supplies; communicate with appropriate personnel regarding field conditions while work is in progress.
14. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
15. Regular attendance at the work site.

Marginal Functions:

- I. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Practices and procedures related to installing and repairing water mains, fire hydrants, water service lines, and meters include traffic control and shoring practices.

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

District service area and locations of water facilities and equipment.

Valve and water line operations.

Relevant local, state, and federal laws, regulations, and guidelines.

Principles and practices of effective leadership and employee supervision, including training and performance evaluation.

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Safety methods and regulations pertaining to all facets of utility work.

Ability to:

Supervise, assign, inspect, and evaluate the work of others.

Communicate effectively, both verbally and in written formats.

Motivate and evaluate staff and provide for their training and development.

Analyze complex water distribution system maintenance problems, evaluate alternatives, recommend the most effective course of action, and implement that action.

Develop and implement work standards.

Prepares concise records, reports, and other written materials.

Exercise independent judgment and initiative within established guidelines.

Positively and constructively interact with crew members and others encountered in the course of the work.

Establish and prioritize action items and multitask effectively.

Use creative thought to solve problems, including new and innovative technologies and techniques.

Participate in groups and committees that affect District operations, policies, and procedures.

Use Microsoft Outlook, including accessing forms within public folders, sending and receiving emails, and using the calendar and scheduling functions effectively.

Properly and safely operate various light-, medium- and heavy-duty construction equipment.

Perform all related tasks with advanced journey-level skills.

REQUIRED QUALIFICATIONS

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

Job Title	Operations Supervisor (Water Utility)
Experience	<ul style="list-style-type: none"> Five (5) years of experience performing the operation and maintenance of a water distribution system in a governmental agency or utility.
Education/Training	<ul style="list-style-type: none"> Equivalent to a High School Diploma supplemented by water/wastewater operations training or a related field.
Required License/Certification	<ul style="list-style-type: none"> Possession of a valid D4. Possession of the CWEA, Collection System Maintenance Certificate, Grade 3.
Desirable Degree/License/Certification	<ul style="list-style-type: none"> Valid T1. Valid D5 CWEA, Collection System Maintenance Certificate, Grade 4. American Welding Society, Certified Welder Certification, or equivalent.
DMV Class	<ul style="list-style-type: none"> Possession of a valid California Class B Commercial driver's license (CDL) with air brakes, Tanker (N) endorsement, and a satisfactory driving record.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

Physical:

Incumbents require sufficient mobility to work in an office setting and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weight; operate office equipment including the use of a computer keyboard; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.