



Job Title: **Water Utilities Supervisor**  
Department: **Department of Utilities**  
Date: April 9, 2020  
 Non-Exempt  Exempt  
FLSA Exemption: Supervisory/Mgmt  
Job Reports To: Chief of Utilities  
Pay Grade: 17  
 Full Time  Part Time

## Job Description

### Summary/Objective:

Reporting to the Chief of Utilities and under limited supervision will perform a full range of assigned duties. The duties will include; operating, maintaining and installing services and performing operational repairs to facilities and equipment used in the production storage, treatment and distribution of the City's potable water system, and all appurtenances; follows a prescribed routine in reading and recording water meter readings; leads crews, trains and instructs; performs related duties as assigned.

This position is a supervisory or advanced journey level in the Water Utilities series. Incumbents supervise designated staff; inspects and reviews work methods, work product and quality; monitors and trains designated staff; and ensure the use of safe work practices. This classification is distinguished from a Water Utilities Lead position due to the difficulty and complexity of assignments, independent judgement, certification requirements and supervisory responsibilities. Supervision of position is provided by the Chief of Utilities.

**Essential Job Functions** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Supervise the operation and maintenance of heavy construction equipment including backhoe, trenchers, dump truck, front-end loader, tractor, vacuum trucks, trailer, valve truck, water tanker, pumping equipment, well booster pumps, meter reading carts, and commercial vehicles. Operates equipment to locate, analyze and troubleshoot leaks.
2. Supervise the operation and maintenance of tapping machines, jackhammers, compactors, compressors, pipe cutting equipment, concrete saws, boring tools, flow meters, valve machines and a wide variety of other hand, hydraulic and power equipment; checks condition, cleans and maintains tools and equipment.
3. Supervise the operation and maintenance of all water pumping equipment; responsible for the monitoring and maintenance of all pumps, wells and reservoirs; helps in the repair of well and reservoir sensors or telemetry.



4. Supervises and participates in the work of crews to construct, install, maintain and repair water main and service lines; troubleshoots to identify water flow problems; initiates corrective action; prepares work orders and discrepancy reports.
5. Provide on-the-job training in the proper and safe performance of crew's work, use of tools, equipment and safety devices; inspects and evaluates the work of crew; provides supervision and training to assigned staff, ensuring compliance with Federal and State regulations. May act as Chief of Utilities in the Chief of Utilities absence.
6. May assign to staff with oversight; ensures reading of residential, commercial and industrial meters on routes and locates meters; records readings; makes repairs to and reports all damaged and inoperable meters, turns water service off or on as assigned; records and notifies Chief of Utilities of unauthorized water consumption.
7. May assign to staff with oversight; ensures preventative maintenance on pumps, pump motor equipment, motors and related production equipment, storage and distribution equipment and facilities, and all appurtenances related to the upkeep of those facilities; flushes distribution system and exercises distribution system valves.
8. May assign to staff with oversight; adjustments to reservoirs to ensure adequate supply of domestic water; maintains reservoir facilities and grounds; adjusts and maintains chlorinators/chlorine equipment in good working order; orders chlorine; follows all chlorine safety regulations; conducts field testing utilizing portable testing equipment; collects samples for bacteriological and testing related to drinking water regulations.
9. May assign to staff with oversight; installation, repair, replacement of all potable water mains and service laterals; cleans and installs water mains, pumping stations and service laterals.
10. May assign to staff with oversight; sets up job site including positioning of equipment, materials, barriers and proper traffic control devices; maintains traffic control speed utilizing appropriate traffic control procedures and other safety manual instructions and procedures.
11. May assign to staff with oversight; excavates and repairs all trenches related to water transmission and distribution lines.
12. May assign to staff with oversight; installation, repair, and removal of complex residential and commercial water meters; reading of water meters; installation and repair of valve boxes and water valves.
13. May assign to staff with oversight; trace, locate, and tap water lines; mark water utilities; read and locate water lines and mains from blueprints.
14. May assign to staff with oversight; installation of blacktop, concrete to streets, and sidewalks when installations and repairs are complete.
15. May assign to staff with oversight; fire flow testing to ensure adequate amounts of water for fire protection; hydrant flushing to improve water quality; and valve turning for emergency functionality when valves are needed to shut down system.
16. May assign to staff with oversight; water sampling to ensure City water is within MCLS guidelines; water system mapping to reflect changes identified in water lines and valves.
17. Answers emergency calls from public and other agencies; taking appropriate action



- through assignment to staff actions such as placing barricades, repairing leaks, shutting off main lines and correcting problems with the pumps and reservoir.
18. Responds to citizen complaints tactfully and promptly; answer questions, provide appropriate referrals or inform customers in matters dealing with observed leaks, service problems, or general information in a professional manner to enhance customer relations.
  19. Oversee the keeping of accurate records of readings and other data collected in conformance with department procedures.
  20. Prepares reports and oversee the maintenance of records and files, either manual or by computer, regarding water production, storage, distribution, treatment, quality and pump schedules.
  21. Supervises, oversees, and reviews the work of staff responsible for the maintenance of water system facilities and equipment.
  22. Supervises and provides training of designated staff in the areas of work; ensuring the adherence to safe work methods, procedures and practices.
  23. Advises public and businesses of proper installations and repair or removal of meters.
  24. Operates SCADA Systems.
  25. Oversees inventory checks and parts orders; receives chemical shipments, records inventory and inspects shipments received for standards compliance. Follows established regulations, guidelines, policies and procedures in the handling and transporting of hazardous materials.
  26. Operates a City truck; reports mechanical problems; keeps truck stocked with supplies.
  27. May assign to staff with oversight; backflow program administration and maintenance.
  28. Responds to emergency situations as necessary. May require 24-hour a day emergency call back.

### **Other Job Related Duties**

Performs related duties or responsibilities as assigned. May require 24-hour a day emergency call back with little or no notice and required to carry a cell phone as directed. Must respond in a timely manner to all phone calls. Required to work an on-call rotating schedule, including weekends and holidays and subject to 24-hour emergency call outs. Employees repeatedly refusing to serve on-call or report for emergencies, shall be subject to disciplinary action.

### **Conformance Statement**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.



- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

## Competencies

1. Ethical Conduct
2. Time Management
3. Organization Skills
4. Project Management
5. Conflict Resolution
6. Personal Effectiveness/Credibility

## Qualification Guidelines

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

**Education** High school diploma or equivalent.

**Experience** Three (3) years of increasingly responsible experience in maintenance of water services, mains, meters, valves, hydrants or related fields or comparable experience to a City of San Jacinto Water Utilities Lead Worker or equivalent experience.

**Desirable** Two (2) years supervisory experience. Possession of Cross Connection Control Program Specialist certificate. Certification as a Backflow Prevention Device Tester. Experience filing City and State reporting regulations. Two (2) years of experience setting up, organizing and directing traffic control. Experience filing City and State reporting regulations.

**License / Certificate** (Required to possess at hire or within 6 months of employment)

Must possess a Class "B" Commercial California Driver 's License with Tanker Endorsement. Applicant must provide a printout of driving record for the past 6 months from the Department of Motor Vehicles and attach to their job application.

Possession of a Water Treatment Operator Grade II certificate from the State of California Health Services, Department of Drinking Water.

Possession of a Water Distribution Grade III Certificate from the State of California Health Services, Department of Drinking Water.

Failure to obtain license or certificate within allotted time frame may result in disciplinary action that may include salary freeze, promotional freeze, demotion, suspension, or termination without administrative or judicial appeal.

Current employees shall continue to be required to have previous certification requirements for their existing job.

### **Condition of Employment**

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

### **Pre-Employment**

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

### **Knowledge, Skills & Abilities**

Knowledge of:

- Use and purpose of general construction and maintenance tools/equipment.
- Operations, maintenance, procedures, functions and servicing requirements of the equipment used in the water distribution system.
- Operational characteristics of specialized equipment used in water production, treatment, storing, and distribution; computerized and manual control systems; diesel generator operations and maintenance.
- Materials, methods, practices, and equipment used in the maintenance and repair of pumps, motors, reservoirs, automatic valves, and pipeline systems.
- Occupational hazards and safety precautions necessary in storm water operation and maintenance; proper handling of hazardous materials.
- Principles, methods practices and techniques utilized in the chemical, bacteriological and biological analysis; federal and state safe drinking water laws and regulations.
- Principles of supervision, training, and performance evaluation of assigned staff.
- Record keeping and reporting procedures.
- Personal computer and software applications; record keeping and reporting process; basic mathematical principles.
- Budgeting practices and ability to provide input for water distribution budget.



- Traffic laws, ordinances, rules, and safe driving practices involved in truck and heavy equipment operations; proper methods of traffic control and delineation.
- Relevant federal and state laws and regulations; City policies and procedures.

Ability to:

- Effectively lead work crews; train and instruct in proper water production and water distribution system maintenance and safety procedures.
- Safely operate equipment, hand tools and residual test kits in maintenance and repair of water facilities; safely apply and distribute chlorine as needed.
- Efficiently and safely operate pertinent equipment, tools and vehicles.
- Perform duties in the operation, construction, maintenance and repair of specialized water distribution and treatment systems.
- Identify and solve problems; supervise, train and evaluate subordinates.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Understand occupational hazards and standard safety precautions necessary in maintenance and repair work.
- Estimate material and labor needs; make accurate mathematical calculations.
- Prepare clear and accurate reports.
- Understand and follow oral and written instructions and directives.
- Communicate clearly and concisely, both orally and in writing.
- Establish and foster positive and harmonious working relationships with those contacted during work; act effectively under stressful or emergency situations.
- Provide phone or electronic communication as necessary for the job; respond to emergencies 24-hours a day.

Skill to:

- Operate a wide variety of equipment and tools used in water production, treatment, storage and distribution for safe and effective maintenance and repair.
- Select and maintain machinery and equipment used in the area of work.
- Identify water production and water distribution system maintenance needs and take corrective actions.
- Independently perform difficult maintenance and repair duties in area assigned.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information.
- Exercise good judgment, common sense, flexibility, creativity, and sensitivity in response to changing situations and needs.



## **Work Authorization/Security Clearance**

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

## **Disaster Service Worker Requirements**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

## **Working Conditions, Mental and Physical Demands**

The physical demands herein 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 disabilities to perform these essential job functions.*

### **Work Environment**

Frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud. Required to work on an on-call rotating schedule, including weekends and holidays and is subject to 24-hour emergency call out.

### **Physical Demands** *(Essential duties require the following physical skills and work environment)*

Ability to talk, hear, sit, stand, walk, balance, kneel, crouch, stoop, squat, crawl, twist, climb, and frequently push, pull or lift up to 60 lbs. and occasionally push, pull or lift up to 90 lbs; use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms; vision abilities for close/distance vision, distinguish color, peripheral vision, depth perception and the ability to adjust focus; ability to wear protective apparel; exposure to heat, noise, outdoors, vibration, non-permitted confining work space, hazardous chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations. Occupational hazards and standard safety precautions necessary in public works maintenance and repair.

### **Essential Mental Functions**

Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning,



observe and interpret situations; learn and apply new information or new skills, interact with City staff, and irate citizens.

**Supervisory Responsibility**

Responsible for supervision, training and work assignments of assigned staff, ensuring compliance with Federal and State regulations. Has responsibility to determine work assignments and authority to modify or halt construction work if deemed unsafe or out of compliance while working with the Chief of Utilities to reach the intended outcome.

**Expected Hours of Work/Work Schedule**

Monday – Thursday 6:30 AM – 5:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand. On-call rotational status required. May require 24-hour emergency call back with little or no advance notice.

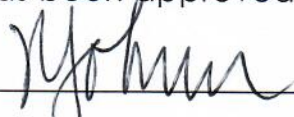
**Travel**


Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.

**Disclaimers and approval**

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 4/9/2020

HR  Date 4/8/2020

**Disclaimers and approval**

This job description is not a contract between the employee and the employer. The employer may change the job description at any time and the employer may request the employee to perform additional duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_