

Utility Department Supervisor  
Reports To: Administrative Manager  
Supervisory Responsibilities: Utility Department Crew

### **Description**

Under the supervision of the Administrative Manager, performs a variety of semi-skilled to skilled heavy manual work, alone or as a member of a crew, in the construction, maintenance, and repair of water distribution and treatment systems or related utility functions.

This position requires to work stand-by on a rotational basis and report to work on a callback basis as needed within a designated time frame. The work schedule for this position is a 9/80 with every other Friday off (Monday to Thursday 7 am to 4 pm; working Fridays 7 am to 3pm).

### **Minimum Qualification Requirements**

Unless required by law, experience and education may be substituted for each other upon approval by the Administrative Manager or their designee.

#### *Education:*

High School diploma or equivalent

State Water Resource Control Board issued Water Treatment Grade I

State Water Resource Control Board issued Water Distribution Grade I

#### *Experience:*

Utility Department Supervisor – At least two years of experience performing operations or maintenance of a water treatment plant, water distribution system, or pipeline construction and maintenance. Basic familiarity with the following: electrical, plumbing, welding, heavy equipment operation, and landscaping. Ability to understand and follow written and verbal instructions; maintain routine logs, time sheets, and other records. Make arithmetical calculations as needed; perform continuous heavy physical work safely, including operating various equipment and power tools. Comprehensive knowledge of, and experience in, the use of hand tools. Starting salary of \$30 per hour, depends on experience.

#### *Detailed Duties and Responsibilities:*

The responsibilities of the at will position include but are not limited to performing a variety of construction, installation and preventative maintenance work on water pipelines and rights of way, buildings and grounds, valves, pumps, meters, tanks, hydrants, and filters. Requires a working knowledge and understanding of Company safety rules and regulations, as well as active participation in Company safety training programs as necessary. Plans, assigns, supervises, reviews and evaluates the work of crews engaged in a wide variety of maintenance activities on field facilities. Develops and implements maintenance schedules; conducts safety meetings; provides for staff training and development; provides technical assistance to crews in resolving difficult problems encountered. Supervises maintenance and repair work on pump and motor equipment, chlorination facilities, reservoir tanks, pipeline repairs. Inspects job sites to determine work required and to evaluate performance; prepares and maintains a variety of written and computerized reports and records, worksheets, accident reports, maintenance requests etc. Responds to questions and complaints from the public and other agencies; coordinates work with other departments and outside agencies; provides for emergency repair work as needed; evaluates the work of subordinates; recommends and implements necessary disciplinary action; participates in the

selection of new department employees; ensures that safe work methods are followed and the appropriate safety precautions and equipment are utilized; set the schedule for department staff and coordinates staff availability for “on-call” duties. Requires operation of heavy equipment. Performs traffic control and sets up guideline cones. Installs, removes, relocates, and repairs water services and connections such as hot taps, curb stops, meters, and meter boxes. Replaces, repairs, and installs new gate valves and valve boxes and covers. Cleans and flushes testing sites and services sand filters. Responsible for the collection of water samples and oversight of transportation of the specimens to the designated laboratory. Inspects, maintains, repairs fire hydrants; exercises valves throughout the water system. General oversight of weed abatement and general cleanup around Company facilities. The ability to interact successfully in a team environment and the ability to work independently with a clear understanding of goals and objectives are essential. Possession of a valid Class C driver’s license is required. Excellent verbal and written communication skills and stable, reliable attendance are required. Performs all other duties as assigned.

*Physical Requirements:*

Ability to tolerate frequent standing, walking, sitting, reaching, stretching, twisting, turning, kneeling, bending, stooping, crouching, squatting, climbing, balancing, crawling, throwing, and jumping in the performance of daily activities; ability to effectively utilize a tablet; good hearing, and speech capabilities both in person and by telephone; eyesight within normal range with or without correction.

This position requires the ability to be “on-call”, work evenings, weekends, and Holidays as needed.

*Environment:*

Works primarily outdoors in seasonal climate and weather conditions on surfaces that may be wet, slippery, and uneven, where dust, dirt and odors are frequently encountered, noisy conditions. Required to work in muddy conditions for long periods of time during regular work hours and after hour emergencies. Wear protective clothing as required.

*Internal:*

Interaction with Administrative Manager to review work assignments; provide supervision and direction to crew and review results; Company water operations and maintenance personnel to coordinate assignments and discuss and resolve technical issues; all other Company personnel as required.

*External:*

Interaction with the general public to answer basic questions during the course of carrying out the work assignments; consultants and vendors as necessary to coordinate projects and purchase supplies; emergency services personnel as required.