

JOB DESCRIPTION

City of Patterson



Human Resources

UTILITIES SUPERVISOR (WATER)

JOB SUMMARY

*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.*

Under minimal supervision from the Deputy Director and oversight from the Director of Public Works, the Utilities Supervisor assists the Deputy Director with the management of the Water Division; plans, assigns, supervises, and reviews the work of the Water Division staff in the general operation, maintenance, construction and inspection of the City's water distribution, pumping, storage systems and related facilities; assigns, supervises and coordinates the work of field crews; performs field work as needed; performs administrative duties required of a first-line supervisor; and performs related work as required and special projects as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal supervision from the Deputy Director of Public Works and oversight from the Director of Public Works.

Exercises direct supervision over Water Operations maintenance staff.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

In conjunction with the Deputy Director, plans, assigns, performs, supervises, and inspects activities and work related to the operation, maintenance and construction of the City's water distribution system, which includes water mains, valves, pumps, hydrants, elevated storage tanks, chemical feed systems and related equipment; and ensures that work is in compliance with all applicable regulation, codes and City standards.

Assists with the development and administration of the Division budget; provides input on staff, equipment and materials required by the Division based on anticipated workload; and gathers cost estimates for budget development as directed.

Reads and interprets construction plans and specifications; and prepares cost and staffing estimates for maintenance projects.

Supervises and assists crews in the repair and maintenance of the City's water distribution system.

Performs a variety of personnel-related activities; writes and presents management approved performance appraisals; provides employee training; serves on employee selection panels; makes dismissal, transfer, and other

disciplinary action recommendations to management; and reviews employee time records for accuracy and completeness.

Operates heavy equipment and trains subordinates on the safe handling and operation of equipment; performs field maintenance on equipment and tools as needed.

Directs crews in the proper setup of a traffic control plan, including work-zone coning/barricading of worksites and hazardous conditions.

Implements work safety requirements and conducts safety training for assigned personnel.

Assists the Deputy Director with field inspections to determine and establish annual preventive maintenance programs.

Prepares clear and accurate reports of time, equipment and materials used in daily operations and for assigned projects.

Requisitions and purchases materials and supplies within established limits.

Investigates public complaints and recommends appropriate corrective action(s).

Performs related duties as required, special projects as assigned and assists personnel in other divisions as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of effective supervision and training; materials, methods, practices, and equipment used in water system operations, construction and maintenance and repair programs; elements of construction technology as they relate to assigned construction maintenance and repair activities; applicable safety regulations and safe work practices; proficient use of a personal computer and effective operation of the SCADA System.

Ability to: Supervise, train, and assist in evaluation of assigned staff; perform work activities of subordinate personnel; interpret and work from sketches, penciled layouts and blueprints; prepare plans for minor projects; develop and maintain reviewable, accurate records and complete reports; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: Equivalent to High School graduation supplemented by training and/or experience equivalent to an Associate degree with major course work in a work-related field. Specialized training in both water distribution and water treatment is highly desirable.

Experience: A minimum of five (5) years experience in the operation and maintenance of a distribution system and/or a pumping and chemical treatment system with at least 2 years of increasingly responsible experience in a lead or supervisory role.

License or Certificate:

Possession and maintenance of a valid California Class B driver's license.

Possession and maintenance of a valid Water Treatment Operator III certificate issued by the State Water Resources Control Board (Grade II Water Treatment Operator Certification is acceptable until the City has a water treatment facility available and SWRCB will allow awarding T3 certifications).

Possession and maintenance of a valid Water Distribution Operator IV (or higher, dependent on system requirements) certification issued by the State Water Resources Control Board.

Possession and maintenance of a valid AWWA or Northern California Backflow Association Cross Connection Specialist certification.

PHYSICAL REQUIREMENTS

Physical Requirements: Occasionally sits; frequently stands, walks, stoops, kneels, and crouches; normal manual dexterity and eye-hand coordination is required; ability to lift and move objects weighing up to 50 pounds; ability to climb a stationary ladder a minimum of 150 vertical feet; exert unusual physical effort in the maintenance and repair of the underground water mains and related components; corrected hearing to normal range; excellent color vision, with no color blindness; verbally communicate to operate a two-way radio and use a telephone; operate motorized equipment; use a variety of hand and power tools and equipment.

Environmental Conditions: Work is performed both in a corporation yard and outdoors in varying temperatures and weather conditions; regularly exposed to hazardous materials, smoke, gasses and other fumes; and frequent exposure to hazards such as moving machine parts and electrical current; duties require continuous contact with other staff and regular contact with the public.

FLSA Status: Non-Exempt

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