

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
DISTRIBUTION SUPERVISOR**

DEFINITION

Under general supervision, to plan, schedule, assign, supervise and participate in the work of field operations staff performing a variety of tasks related to water transmission and distribution and meter reading; performs treatment plant and pump station operator and maintenance duties on a regular, rotational basis and as assigned; inspects the work of subordinates and outside contractors; assists the Superintendent of Operations with administrative functions; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

This is the working supervisory level where incumbents have on-going technical and administrative supervisory responsibilities perform the most difficult or technical work related to water distribution, assist the Superintendent of Operations in a variety of tasks, regularly perform treatment plant operator duties on a rotational and relief basis, and participate in the same work as subordinates.

This class requires possession of a valid Grade 2 Water Treatment Certificate. A valid Grade 4 Water Distribution Certificate is required for all persons appointed on and after (5/1/02); a valid Grade 2 Water Distribution Certificate is required for all persons appointed prior to (5/1/02).

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

- Plans, organizes and schedules field work; reviews inspection and service work orders to prioritize work and to determine whom to assign; schedules water service installations; locates and marks water lines; marks lines that need service with Underground Service Alert (USA) tags; coordinates and schedules the use of equipment and crews with other supervisory staff; oversees and participates in the work of a crew performing water distribution and transmission activities; monitors and inspections the work of subordinates; inspects and tests water lines and hydrants being installed by outside contractors; provides advice and direction to subordinates when problems arise; insures that other utility lines (e.g., gas, sewer, electrical) are marked; takes water samples and performs routine tests.

- As a crew supervisor for water transmission and distribution functions, assigns crew members to specific tasks, assigns work orders, insures that work is performed properly and that safety precautions are observed; trains subordinates in proper work procedures, in the operation of a variety of equipment, and in meter reading; takes corrective action; participates in the selection of subordinates; participates in development of performance evaluations for

subordinates; participates in the establishment of rules, procedures and/or standards; operates backhoe and dump truck; participates in the same duties as subordinates; may approve overtime and/or use of paid leave.

Can Perform journey level treatment plant and pump station operation and maintenance duties when needed if the regular treatment plant operator is absent.

- Assists in the Preparation of the annual budget for maintenance and inventory requirements.
- Inventories and orders materials; uses computer software to create preventive maintenance and inspection schedules, to map and number hydrants, and to record readings and prepare reports and graphs; notifies Fire Department of leaks, flow tests, road closures and the like; sends weekly report of water usage to other agencies; takes and investigates customer complaints; schedules vehicle maintenance; inspects toilets and shower heads; carries pager to respond to possible problems and emergencies on a seven day a week, 24 hour a day basis; attends meetings, conferences and training.

MINIMUM QUALIFICATIONS

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

Education and experience required to obtain the required licenses specified below.

Knowledge of:

- The principles and methods of supervision and training.
- Methods, equipment and materials used in water distribution and treatment operations.
- The capabilities, operation and maintenance of water distribution and transmission systems.
- The capabilities, operation and maintenance of water treatment and pumping systems and facilities.
- Occupational hazards and safety practices and principles related to District water distribution and treatment operations.
- Basic mathematics.

Ability to:

- Exercise good judgment, keep calm and make appropriate decisions in emergency situations and under pressure.
- Plan, assign, coordinate and supervise the work of subordinates.
- Schedule work and determine priorities.
- Train subordinates in proper work procedures, safety practices and equipment operation.
- Understand, explain and apply applicable laws, rules and regulations.

- Understand and follow oral and written instructions.
- Read and understand manuals, material data sheets, maps and the like.
- Perform mathematical calculations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work cooperatively with others as part of a crew.
- Perform a variety of semi-skilled and skilled tasks in the maintenance of water transmission lines, equipment and facilities.
- Safely and effectively operate a variety of power equipment and tools used in water operations, including: cement saws, jackhammers, tampers, pneumatic “mole,” generators, chainsaws, dump truck, and backhoe.
- Safely and effectively operate pickup trucks and utility trucks.
- Operate computers, read meters, read gauges and make simple chemical tests.
- Lift and carry items weighing up to 80 pounds, such as a sack of cement.
- Perform tasks requiring strength, such as shoveling, lifting equipment onto trucks, and climbing over rough terrain.
- Perform tasks requiring manual dexterity, such as calibrating equipment, assembling tools and equipment, and pouring chemicals.
- Work in low light conditions, such as in access holes or tunnels or in trenches at night.
- Distinguish colors, such as those in color-coded wiring, chemical test guides and types of soil/backfill around different underground utilities.
- Hear and distinguish sounds, such as the voice of workers in noisy environments and the sounds of operating equipment.

Required Licenses:

- Possession of a valid Grade 2 Water Treatment Certificate issued by the State of California.
- Possession of a valid Grade 4 Water Distribution Certificate issued by the State of California; provided however, that possession of a valid Grade 2 Water Distribution Certificate issued by the State of California is satisfactory for persons appointed to this class prior to 5/1/02.
- Possession of a valid Class B California State operator’s license.

Special Working Conditions. Exposure to: variable temperature and weather conditions; confined work spaces, such as being lowered into and performing work in access holes; heights, such as on ladders and storage tanks; high levels of noise; electrical hazards; dust; the possibility of experiencing burns, bodily injury and contact with toxic substances or chemical irritants; working alone in isolated areas. Availability to work irregular hours, including weekends and holidays, as well as respond to twenty-four hour emergency calls.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Each incumbent does not necessarily perform all duties.

Previous Title: Field Foreman, Field Supervisor