



Class Code:

## Distribution Maintenance Supervisor

### DEFINITION

Under general direction from the Distribution Maintenance Manager, plans, schedules, directs, and supervises the activities of field work crews engaged in the installation, inspection, testing, repair, and maintenance of water distribution system pipelines and related appurtenances and/or warehouse activities and staff; coordinates work plans with appropriate District personnel, outside agencies, and contractors; prepares the annual budget request for the work unit, estimating staffing and capital equipment needs; monitors and controls unit expenditures after budget adoption; investigates non-routine customer complaints and recommends solutions; provides information and assistance to insurance investigators, customers and the general public; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Distribution Maintenance Supervisor** is a first level supervisory classification. Under general direction, within a framework of established policies and procedures, incumbents perform a full range of highly complex field and office supervisory duties and responsibilities related to assigned position and may act for the Distribution Maintenance Manager in the latter's absence. Assignments are given in general terms and subject to periodic review while in progress and upon completion by the Distribution Maintenance Manager. There is significant latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the Distribution Maintenance Manager which is a management position responsible for the planning, direction, and management of all operations related to the installation, repair, and maintenance of the District's water distribution system.

### TYPICAL DUTIES

#### TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Participates in selection interviews and hiring of new staff; prioritizes, assigns, and reviews work, approves time off for payroll purposes, and prepares employee performance evaluations; interprets District policies and procedures to employees and administers day-to-day aspects of labor agreements with employee organizations.
- Assembles job folders, prepares and adjusts work schedules, meets with crew members, and assigns work involving construction, inspection, testing, paving, concrete, saw cutting, and maintenance and repair of underground pipelines and appurtenances; schedules and oversees the work of paving, saw cutting, welding, and spoils transport contractors.
- Visits job sites to inspect and spot check work in progress and provides needed direction to crews; ensures construction work is completed in accordance with engineering sketches and drawings; communicates with field crews via radio-equipped vehicle.
- Reviews crew productivity on assigned work activities and recommends or implements improved methods, practices, and procedures; ensures safe work practices are followed; makes arrangements for equipment and vehicle inspections, repairs, and maintenance as required.

## Distribution Maintenance Supervisor

- Prepares the annual budget request for the work unit; estimates staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves requisitions for purchase of materials or supplies.
- Inspects new job sites to estimate manpower, materials, and equipment needed to complete work; coordinates work plans with appropriate District personnel, outside agencies, and contractors.
- Investigates and reports on non-routine customer complaints and recommends solutions; provides information and assistance to insurance investigators; supervises arrangements for advance public notice of system shutdowns; responds by phone or in person to after-hours main breaks or other emergencies.
- Maintains records of hours worked and materials used as work is completed; prepares reports and statistics detailing work projects and their status; investigates and reports on field incidents or unusual job conditions; enters information into computerized data base.
- May supervise the warehouse function including the receipt, requisitioning, and distribution of supplies and equipment; may supervise the meter repair and/or cross connection inspection and installation program; may act for the Division Manager in the latter's absence.
- Performs other related work as required.

### **REQUIREMENTS**

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

#### **Education and Experience:**

Possession of an Associate's Degree or its equivalent; and four (4) years of journey-level experience performing construction, maintenance, or other related activities, including one (1) year of year of lead experience OR completion of the District's Leadership Skills Training Program. Supervisory experience desired.

Candidates who do not possess an Associate's Degree must have a high school diploma and have completed supplemental college level course work equivalent to 30 semester units; and must complete an additional 30 semester units of college coursework, equivalent to an associate's degree, within three (3) years of hire.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

**Knowledge, Skills, and Abilities:**

Knowledge of: principles and practices of effective employee supervision and personnel management; cost estimating methods; budget administration; principles and practices used in the construction, maintenance, and repair of pipelines, meters, backflow devices, and related appurtenances; pertinent federal, state, and local laws, codes, and regulations; OSHA regulations and safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; applicable paving and concrete repair standards; safe operation and use of construction equipment, tools, and materials; basic mechanical principles; the safe operation and maintenance of valves; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, direct, assign, schedule, and coordinate the work of multiple field based work crews and plan, assign, and supervise the work of assigned subordinate staff; interpret District policies and procedures; recommend and implement improvements in work procedures; read and understand engineering drawings and specifications; estimate labor, material, and equipment needs; exercise sound judgment in emergency situations; resolve day to day employee relations matters; maintain detailed and accurate records; prepare clear and concise written reports; be competent person trained; perform essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Additional Requirements:**

- Must possess a valid driver's license and have a satisfactory driving record.
- Must be able to obtain and maintain an unrestricted Class A California driver's license within 12 months of hire and have a satisfactory driving record.
- Must possess backflow tester, backflow specialist, and Water Distribution Operator Grade 3 certificates.
- Must obtain Cross Connection Specialist and Water Distribution Operator Grade 4 certificates within two (2) years.
  
- Position may be required to be on call 24 hours a day, respond to after-hours emergencies and be required to work unusual or long hours, weekends, and holidays.
- Progression through the salary range will be predicated on the attainment of the required certifications and licensure listed here and as listed under Education and Experience.

**Working Conditions/Physical Requirements:**

The essential duties of this classification require the ability to regularly work outdoors under various climatic and geographic conditions; to work in an environment with exposure to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, and oil; and to regularly perform duties in water, on uneven and slippery surfaces, around moving vehicles and equipment; and to intermittently crawl into confined spaces or climb a ladder to reach high places; and on a daily basis to sit at a desk for extended periods of time in front of a computer screen and use a telephone and computer keyboard.

The essential duties of this classification require the ability to sit for extended periods of time; repetitively use feet and hands to operate vehicles and equipment; to speak to verbally provide

Distribution Maintenance Supervisor

instruction and information in person and on the phone; to hear to receive verbal detailed information and instruction; to see at arm's length to twenty feet with a good field of vision; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; and to climb stoop, kneel, crawl, reach, stand, and walk; and finger dexterity and hand strength to operate a computer keyboard and grasp tools and equipment on a daily basis.

Revised: 02/21

Approved: \_\_\_\_\_  
Human Resources/Risk Manager