

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: OPERATIONS SUPPORT SUPERVISOR

Division: Operations & Maintenance

Position Type: Full Time

Reports To: Manager of Ops and Maintenance **FLSA Status: Non-Exempt**

Revision Date: January 2006

POSITION SUMMARY

Working under direction from the Manager of Operations & Maintenance, incumbent is responsible for the procurement of supplies, materials and services for four divisions in O&M, plus the Engineering and Administrative departments. The Operations Support Supervisor plans, organizes, and directs the District's procurement functions; establishes and manages inventory control and warehousing systems; manages the vehicle fleet and equipment maintenance program; and provides technical assistance and support services to the District. The position requires a DOHS Water Distribution Operator Grade 1 certificate; and understanding of public agency purchasing laws; a working knowledge in general construction techniques as well as water system design, installation and operations; the ability to plan, organize, compose documents, supervise and effectively communicate; and an individual that displays initiative, versatility and innovation in solving complex problems. Typical duties include day-to-day, scheduled and emergency purchasing to meet District needs and schedules; inventory control; assistance in project planning and design; management of outside services contractors; maintenance of vendor files and records; generation of purchasing specifications and solicitation of bids.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Administers the procurement program for the District; contacts vendors regarding prices, discounts, product availability, deliveries, and product problems; issues purchase orders and contracts for equipment, materials and services. Procures equipment, supplies, and services that enable the District to conduct its day-to-day and emergency operations.
- Oversees the vehicle fleet and equipment maintenance program; establishes maintenance tasks and schedules; coordinates service with vendors; evaluates usage and maintenance histories; takes actions and recommends program changes; maintains the State of California Commercial Vehicle DOT Program.

- Establishes and oversees an inventory control system for materials, supplies, and parts required for the efficient operation of the District; tracks unit costs and maintains a database used with the work management system.
- Develops specifications and statements of scope of work; solicits bidders, reviews proposals and recommends successful bidders; monitors vendor performance against contract requirements.
- Oversees outside service contracts; coordinates work schedules; performs project management and field inspection; ensures compliance with specifications and District standards.
- Coordinates with and advises all District divisions on purchasing needs; performs field measurement and mechanical design assistance; provides recommendations for material, equipment and service vendor options.
- Manages the vehicle and equipment fueling stations and hazardous materials documentation and tracking processes.
- Supervises support staff; establishes divisional priorities and assigns daily tasks; regularly monitors staff performance and provides recommendations for improvement and personnel development; recommends merit increases and disciplinary action.
- Maintains purchasing records and vendor files; performs studies and prepares reports on purchasing functions; assists with the preparation and administration of the annual purchasing budget.
- Attends inspections and factory tests, reviews reports and confirms quality of new equipment.
- Coordinates with the Safety and Compliance Officer assuring that District is following all OSHA and related regulations regarding product MSDS sheets and hazardous material handling information.
- Be responsible for their own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.
- Performs other work, as assigned

SUPERVISOR RESPONSIBILITIES

Supervises the employees working in the Operations Support Branch; carrying out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities include interviewing, selecting, training employees; planning, assigning, and directing work; annual performance reviews, rewarding and disciplining employees; addressing complaints and resolving problems. Oversees the preparation of schedules, verifies time sheets and approves overtime when necessary.

QUALIFICATIONS

The Operations Support Supervisor is expected to possess a wide range of skills, talents and knowledge necessary to manage District projects effectively. The position requires strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research and make value-added conclusions. To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The

requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education And Experience

A high school diploma or general education degree (GED) or a minimum of four years related experience and/or training or equivalent combination of education and experience is required. Must have one years experience with a water district and demonstrate thorough knowledge of a district's water distribution system and the operational and maintenance requirements of the system. College level courses in Business Methods are recommended. A strong mathematical background is required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Should have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs. A combination of formal education and practical experience in an equivalent position is qualifying.

Skills and Abilities

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and blue prints. Operations Support Supervisor should be able to write routine reports and internal memoranda, plus be able to communicate effectively with employees and customers. Must have knowledge of safety requirements for working around heavy and power equipment, construction sites, high voltages, and in confined spaces. The position requires the individual to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form and be able to solve day-to-day problems, which may occur in stressful environments. Must have a thorough knowledge of the District distribution system, the location of all system components, and be able to direct individuals to these locations. In addition, the worker must have a working knowledge of water systems, components and hydraulics and have the ability to communicate this information to maintenance personnel through on the job training.

EQUIPMENT TO BE USED

Must be highly skilled in the operation of, forklifts, a wide range of hand and power tools, and other equipment to perform installation, modification, maintenance and repair of water distribution systems and their integral components. Must also be able to use radio and telephones to communicate.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb stairs and ladders or balance and is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell. Operations

Support Supervisor must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Personal protective equipment provided by the employer is regularly required to be worn. The employee must have the ability to be able to wear a half and full face air purifying respirator and a supplied air system.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Operations Support Supervisor is normally required to work in an outdoor environment, which frequently consists of hillsides and uneven terrain and exposure to allergens. In addition the employee may work in the industrial environment of the water treatment plant, well fields, pipelines, support-structures, and construction sites, confined space environments and is frequently exposed to moving mechanical parts.

The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.

Employee must possess a Grade 1 or higher Water Distribution Certificate.