

# **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

## **Job Title: SYSTEM MAINTENANCE SUPERVISOR**

**Department: Operations and Maintenance**

**FLSA Status: Non-Exempt**

**Division: System Maintenance**

**Position Type: Full Time**

**Reports to: Manager of Operations & Maint.**

**Revision Date: March 2018**

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### **POSITION SUMMARY**

The System Maintenance Supervisor supervises staff responsible for the maintenance, repair and protection of the District's pipeline system and related appurtenances, buildings, grounds, vehicle fleet, and real property and the procurement of supplies, materials and services. Staff members are unskilled to highly skilled in a variety of trades such as equipment operation, masonry and concrete work, carpentry, welding, general maintenance and purchasing. The System Maintenance Supervisor works closely with the Manager of Operations and Maintenance to plan, organize, and direct the District's procurement functions; establish and manage inventory control and warehousing systems; and manage the vehicle fleet and equipment maintenance program. Position requires a California Department of Public Health Water Distribution Operator Grade 3 certificate; demonstrated proficiency in water system operations, pipeline installation, maintenance and repair; a sound understanding of water system hydraulics; an individual with a high degree of initiative, versatility and innovation; and the ability to budget, plan, schedule, coordinate, supervise and communicate. Typical duties include the establishment of work priorities for the division; development of maintenance programs, procedures and schedules; detailed planning for rehabilitation and improvement projects; analysis and recommendations for system improvements; review of capital improvement project plans and specifications; management of a divisional budget; and regular interfacing with other divisions, engineers, outside agencies, contractors and the general public. Position oversees day-to-day, scheduled and emergency purchasing to meet District needs; inventory control; assists in project planning and design; manages outside services contractors; assists in the 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 in a satisfactory manner. 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.

- Serves as an expert on system maintenance and repair of the pipelines and appurtenances and interfaces with engineers, technical personnel, operations division, purveyors and other agencies to solve problems relating to water delivery.

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### System Maintenance Supervisor

- Establishes preventive maintenance programs, procedures and schedules to assure the reliability of pipelines and appurtenances.
- Independently plans, develops, implements, and evaluates tasks, projects and programs.
- Determines resource needs and utilization for efficient and cost effective task and project accomplishment.
- Manages the procurement program for the District; solicits bids; 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.
- Implements the Dig Alert Program.
- Oversees the vehicle fleet and equipment maintenance program; establishes maintenance tasks and schedules; coordinates service with vendors; evaluates usage and maintenance histories; and takes actions and recommends program changes.
- Maintains the State of California Commercial Vehicle DOT Program.
- Ensures that public improvement projects, development and utility installations that conflict with District facilities are inspected and comply with District standards.
- Coordinates and schedules all work related to pipeline dewatering and recharge operations.
- Coordinates with cities and government agencies on all traffic control issues.
- 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.
- Assists in development of specifications and statements of scope of work; solicits bidders, reviews proposals and recommends successful bidders; monitors vendor performance against contract requirements.
- Supervises 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.
- Plans, coordinates and manages construction projects; such as, the installation and repair of concrete pads, masonry walls, irrigation systems, erosion control projects, small buildings and roadways.
- Reviews and provides written comments on capital improvement project plans and specifications.
- Coordinates with other divisions, engineers and contractors to provide internal support services; such as, traffic control, confined space monitoring and ventilation, and general labor and safety as needed.
- Responsible for the safety of the System Maintenance Division by recognizing hazards and potentially hazardous situations, and enforcing safe practices on job sites.
- Responsible for development of documentation, reports and records as required.
- Performs other duties as may be assigned by the Manager of Operations and Maintenance.

## **SUPERVISORY RESPONSIBILITIES**

Supervises 10 or more employees in accordance with the District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and

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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**

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 functions.

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 in a satisfactory manner. 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

- High school diploma or general education degree (GED)
- State of California Grade 3 Water Distribution Certificate
- Minimum of five years' experience performing maintenance on potable water distribution system facilities

A combination of formal education and practical experience in an equivalent position is qualifying.

### Skills and Abilities

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and blue prints.
- Ability to write routine reports and internal memoranda.
- Ability to communicate effectively with employees and customers.
- Knowledge of safety requirements for working around heavy and power equipment, construction sites, high voltages, and in confined spaces.
- Ability to apply common sense in carrying out instructions furnished in written, oral, or diagram form.
- Ability to solve day-to-day problems, which may occur in stressful environments.
- Thorough knowledge of the District distribution system, the location of all system components, and be able to direct individuals to these locations.
- Working knowledge of water systems, components and hydraulics and ability to communicate this information to maintenance personnel through on the job training.
- Ability to make decisions on matters of importance to the District and to reach agreements with groups internal and external to the District.

## **EQUIPMENT TO BE USED**

Must be highly knowledgeable about the operation of, forklifts, backhoes, skip-loaders, welders, drilling and cutting machines, compressors, jackhammers, 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 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. The System Maintenance 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 and operate a half and full face air purifying respirator.

## **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 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 some times called upon to work overtime or odd schedules.

## **SPECIAL REQUIREMENTS**

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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 5 Water Distribution Certificate.