

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: DISTRIBUTION SYSTEM SUPERVISOR

Division: Operations and Maintenance

Position Type: Full Time

Reports To: Manager of Ops and Maintenance

FLSA Status: Non-Exempt

Revision Date: January 2006

POSITION SUMMARY

Incumbent supervises the Distribution System division responsible for the maintenance and repair of all customer service connections; valves used for pressure, flow and level control; pumps and motors; wells; water treatment and chemical feed equipment; standby power generation; hydroelectric power generation; as well as all vehicle and equipment maintenance. Staff members are highly skilled mechanical and electro-mechanical journeymen. Position requires a DOHS Water Distribution Operator Grade 2 certificate; demonstrated proficiency in water system operations, installation, maintenance and repair; a keen 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 effectively communicate. Typical duties include the establishment of work priorities for the division; development of maintenance programs, procedures and schedules; complex troubleshooting requiring a diverse knowledge of mechanical, electrical and automated controls; 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 the regular interface with other divisions, engineers, outside agencies, contractors and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities of this position include the following:

- Manage the development and implementation of the Division's goals, objectives, and priorities.
- With direct technical and administrative supervision over four or more positions, the incumbent:
 1. Plans, organizes, directs, and reviews their work effort.
 2. Assigns tasks based on individual skills and knowledge, priorities, and task requirements.
 3. Provides counsel on administrative and technical matters, conducts performance appraisals, recommends awards, and effects disciplinary measures.
 4. Coordinates employee training and safety.
 5. Recommends promotions, interviews and recommends candidates for vacant positions.

- Serves as an expert on the distribution system requirements of the District and interfaces with engineers, technical personnel, operation personnel, purveyors, and other agencies to solve problems relating to power generation, water delivery and water treatment equipment.
- Establishes preventive and predictive maintenance procedures and schedules to assure the reliability of a wide range of water distribution equipment such as pumps, motors, and valves, as well as hydroelectric generators, standby power generators and water treatment equipment.
- Demonstrates a working knowledge of instrumentation, control systems and electrical components.
- The incumbent plans, develops, implements, and evaluates tasks, projects, and programs without direction from the supervisor.
- Determines resource needs and utilization for a most efficient and effective task and project accomplishment.
- Provides for procurement and acceptance testing to verify performance specifications of electro-mechanical systems, equipment, and components.
- Participates in management conferences to develop and update general plans and procedures to ensure the adequacy and effectiveness of Division programs to meet the goals and objectives of the District.
- Responsible for development of documentation, reports, and records as required.
- Manages and participates in the development and administration of the Division's budget, and forecasts the additional funds needed for staffing, equipment, materials and supplies.
- Develops and implements the Division's training programs, ensuring that staff are knowledgeable and prepared to properly perform their duties.
- Be responsible for their own safety and the safety of co-workers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises all of the employees working in the Distribution System 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

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactorily 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 functions. Must have the ability to work effectively under pressure, and make adjustments in work schedules on rapidly changing priorities.

EDUCATION AND EXPERIENCE

The incumbent must have at least five years of related experience and/or training or equivalent combination of education and technical experience in the field of electro-mechanical equipment and systems, the majority of which must have been directly related to test, evaluation, modification, installation, and maintenance of water distribution and power generation equipment and systems. Must have one year of experience with the District and demonstrate thorough technical knowledge of all requirements for electro-mechanical equipment and systems throughout the District. The incumbent must have demonstrated knowledge and skill of advanced theories, principles, and practices applied to electrical, and electro-mechanical equipment and systems. Must have had basic supervisory and management training and/or have had experience that clearly demonstrates the ability to effectively apply these skills. Knowledge of hydraulic, pneumatic, electrical, and mechanical equipment and systems. Must have demonstrated ability to perform technical analyses, troubleshoot, and devise conceptual plans for test and evaluations. 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 graphs and charts.

Should be able to write internal memoranda; generate reports and plans. Must also be able to communicate and interact effectively with peers and external personnel to establish and maintain cooperative working relationships. 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 and treatment systems, water hydraulics and water quality regulations. Must have demonstrated ability to make sound decisions since error in judgment can cause significant losses, to the District, in power or water revenues. Must have clearly demonstrated ability to make decisions on matters of significant importance to the District and to reach agreements with groups internal and external to the District.

Knowledge of applicable Federal, State and local standards and regulations pertinent to water quality, construction, and public water systems. Ability to compile, evaluate, diagnose and analyze complex data and information from current information and historical trends, and be able to recommend and take appropriate actions. Demonstrate initiative, dependability and the ability to operate independently.

EQUIPMENT TO BE USED

Must be able to use radio and telephones to communicate and may be called upon to operate the District's outboard pontoon boat on Lake Bard. May operate a vehicle to travel to other District facilities for inspection and water sample collection. Be able to use office equipment; such as, computer terminals, copiers, printers and FAX machines.

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 is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl; and taste or smell. The Distribution System 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. The employee must have the ability to be able to wear and operate 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 employee works in the industrial environment of the water treatment plant, wellfields, support structures and confined space environments, and is exposed to moving mechanical parts. The work involves the use of toxic and hazardous chemicals used in the water treatment process. 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 Supervisor must be able to work rotating shifts of eight hours and twelve hours and be able to respond to a request to work on short notice.

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 current State of California Department of Health Services Water Distribution Operator Grade 2 certificate. Employee must be willing and available to respond to emergency call-out on nights, weekend and holidays.