

**CALLEGUAS MUNICIPAL WATER DISTRICT
JOB DESCRIPTION**

Job Title: General Services Supervisor

Department: Operations & Maintenance

FLSA Status: Non-Exempt

Reports to: Manager of Operations & Maintenance

Position Type: Full-Time

Revision Date: January 2019

POSITION SUMMARY

Under supervision of the Manager of Operations and Maintenance, the General Services Supervisor is a supervisory position requiring strong leadership and team-building skills including the ability to budget, plan, compose documents, schedule, coordinate, supervise, and effectively communicate. The position requires an individual with a high degree of initiative, versatility, and innovation who is able to multi-task, function under stressful conditions, and solve complex problems. The position supervises the General Services Division which is responsible for contract management; fleet management; procurement of supplies, materials, and services; records retention; insurance compliance tracking; and administrative support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

- Prepares bid packets and solicit bids for materials, equipment and services required by the Operations and Maintenance (O&M) Department.
- Writes specifications and contracts for and manages contract services for pump maintenance, hydroelectric generator maintenance, well maintenance, tree services, and landscape maintenance.
- 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 District-wide records retention program, which includes maintenance of an up-to-date records retention schedule and list of active files, including preparation of any required amendments, routinely reviewing the records retention schedule to determine which records are eligible for destruction and notifies departments accordingly; coordinating with all departments to ensure that obsolete records are destroyed in a timely and appropriate manner; and obtaining the required approvals for destruction and signatures confirming that records have been destroyed.

- 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 electronic work management system.
- Oversees outside service contracts; coordinates work schedules; performs project management and field inspection; ensures compliance with specifications and District standards.
- Reviews insurance coverage for all departments' consultants and contractors to ensure they meet District requirements.
- Coordinates with and advises all O&M divisions on purchasing needs; performs field measurement and mechanical design assistance; provides recommendations for material, equipment, and service vendor options.
- 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.
- Supervises staff to provide administrative support for the O&M, Resources, and Finance and Human Resources Departments; and to perform receptionist duties in the Administration Building.
- 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.
- Coordinates with the Safety Officer assuring that District is following all OSHA and related regulations regarding product MSDS sheets and hazardous material handling information.
- Administers District encroachment permits for traffic control.
- Coordinates sale of surplus vehicles and equipment through an agreement with the County of Ventura General Services Department.
- Updates and improves the automated maintenance management and work ticket system.
- Is responsible for his/her 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.

JOB REQUIREMENTS

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.

Education and Experience:

- Bachelor's Degree in Business Administration, Public Administration, or a closely related field.
- Five years' experience performing many of the tasks required of this position at a water agency in California.
- The following are desirable:
 - Management Certificate in Public Procurement.
 - State Water Resources Control Board Water Distribution Operator Grade 2 certificate.
 - State Water Resources Control Board Water Treatment Operator Grade 2 certificate.

Knowledge and Skills:

- Ability to write clear, grammatically correct, concise, and well-reasoned correspondence, reports, procedures, specifications, and contracts.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and construction drawings.
- Knowledge of safety requirements for working around heavy and power equipment, construction sites, high voltages, and in confined spaces.
- Knowledge of the District distribution system, the location of all system facilities, and ability to direct individuals to these locations
- Ability to establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Ability to interact and communicate clearly, tactfully, and effectively with employees; regulatory authorities; representatives of water agencies, utilities, and government agencies; consultants; and the public.
- Laws, rules, and ordinances relating to procurement, permitting, and administration of public agency construction, maintenance, repair, and procurement projects.
- Ability to make clear, concise, and informative presentations.
- Ability to command respect of associates through knowledge of work, personal and professional conduct, good judgment, sound decisions, and integrity.
- Proficient in Adobe Acrobat, Microsoft Word, Excel, Outlook, and PowerPoint.
- Proficient in use of software for finance, maintenance management, records management, and database management.
- Ability to perform research and analysis, manage inter-departmental projects, and lead District programs.
- Excellent organizational skills.
- Ability to prioritize assignments and manage a variety of complex tasks under tight deadlines.
- Ability to organize large volumes of technical and legal paperwork.

- Ability to coordinate with other departments in a professional, clear, and responsive manner.
- Ability to exercise sound, expert independent judgment.
- Ability to read and interpret complex rules and regulations.
- Ability to motivate and coordinate the activities of others.
- Knowledge of principles and practices of personnel administration, organizational management, planning, staffing, supervision, and employee development.
- Ability to perform efficiently and effectively and use judgment in making quick decisions under pressure.
- Ability to analyze and resolve problems.
- Ability to follow direction.

SUPERVISORY RESPONSIBILITIES

Supervises the employees working in the General Services Division; 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 timesheets, and approves overtime when necessary.

EQUIPMENT TO BE USED

Must be able to use radio and phones to communicate; to operate a vehicle to travel to District facilities; to use computers, copiers, printers, projectors.

PHYSICAL AND MENTAL REQUIREMENTS

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 employee must be able to frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee must have the ability to enter confined spaces such as tanks, vaults, and large diameter pipelines.

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 a water treatment plant, wellfields, vaults, pipelines, support structures, and confined space environments; and is exposed to moving mechanical parts. The work involves working around 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 employee must be able to respond to a request to work on short notice. 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.

The employee must be able to work around chlorine and other chemicals used in the treatment of water which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials and copper sulfate which is a toxic material.