

## EXHIBIT A



### **CLASS SPECIFICATION**

**CLASS TITLE:** WATER DISTRIBUTION SUPERVISOR

**DEFINITION:**

To plan, organize, direct and supervise the work of staff involved in a variety of semi-skilled and skilled operation, construction, maintenance and repair activities related to the City's water distribution systems, water meters and related system facilities, including watershed and related facilities and properties, of the Utilities Department; to ensure the implementation and adherence of safety protocols; and to perform a variety of technical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS:**

The Water Distribution Supervisor has full supervisory responsibilities for a unit, including planning, assigning, and evaluating the work of subordinates and is responsible for a program area within a work unit or department. Serves as the Water Distribution Shift Operator in accordance with State of California requirements.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Water Distribution Manager.

Exercises direct supervision over Water Distribution Operators and similar positions.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of water distribution and related maintenance activities; prepare and implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in water distribution and maintenance activities.
- Estimate labor, material, and equipment needed to carry out assigned work. Coordinate and verify that material and personnel are scheduled and ready for work.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Coordinate with other City departments and divisions as needed to accomplish the work.
- Operate the distribution system to ensure the quality and quantity of water to customers meets local, regional, state, and federal requirements.

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- Supervise and coordinate construction and maintenance of water distribution, wells and related facilities; oversee water distribution preventive maintenance activities, including valve testing, leak detection and repair, and hydrant flushing; respond to and direct emergency repairs as appropriate.
- Supervise and coordinate the installation, construction, repair, maintenance, upgrade and/or replacement of water mains, service laterals, fire hydrants, valves, meters, encoder receiver transmitters (ERTs), software, automated meter infrastructure, meter vaults and other water system facilities and related infrastructure.
- Oversee installation/conversion and testing of residential water meters and installation of commercial meters, including backflow prevention devices.
- Monitor and maintain proper inventory of materials and supplies necessary to conduct the work.
- Maintain accurate records related to work, materials, and maintenance activities; enter data into computerized maintenance management system and other software.
- Act quickly and calmly in emergency situations.
- Plan, prepare, direct, and coordinate water shutdowns; distribute advance notice to the public; investigate, notify and answer customers questions and complaints and recommend solutions.
- Prepare necessary traffic control plans.
- Supervises the locating and marking of underground facilities. Schedules Underground Service Alert (USA) Standby assignments as needed.
- Supervises the operation and maintenance of heavy, medium, and light equipment, instruments, tools, and vehicles required for the work; ensures shop and working areas are maintained in a clean and orderly condition,
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; approve or deny leave requests.
- Coordinate and monitor the cross-connection control policy program including notification of City water customers to ensure compliance with State and Federal regulations and codes; monitor the enforcement of the City's program to prevent the installation of unprotected connections.
- Inspect and survey water service lines for the prevention, control and elimination of hazards to the City water supply; approve all new installations of backflow prevention devices.
- Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.
- Perform duties associated with the Water Distribution Operator classification as needed.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion, and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Core Duties when assigned to the Customer Service Section:**

- Supervises staff responsible for meter repairs, changes, and installations; inspects and evaluates work in progress and upon completion to ensure maintenance and project activities are performed in accordance with City standards, established procedures, and regulatory requirements.
- Plans, coordinates, and implements cross connection program, meter replacement program, meter reading activities, meter testing, automated infrastructure programs.
- Serves as main liaison between Finance-Revenue and Water Distribution work groups.

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- Supervises the operation and maintenance of equipment, instruments, and vehicles required for the work; ensures shop and working areas are maintained in a clean and orderly condition.
- May perform installations, repairs, and maintenance of water distribution facilities as needed.

### **Core Duties when assigned to the Distribution Service Section:**

- Supervises the installation, construction, maintenance, and repair of the City's new and existing water distribution facilities; inspects and evaluates work in progress and upon completion to ensure maintenance and project activities are performed in accordance with City standards, established procedures, and regulatory requirements.
- Supervises the locating and marking of underground facilities. Schedules Underground Service Alert (USA) Standby assignments as needed.
- Supervises the operation and maintenance of various heavy, medium, and light equipment and tools, including but not limited to dump trucks, tractors and attachments, backhoes, excavators, hydrovac trucks, skidsteer, compressors, jack hammers, generators, pumps, tampers, pipe cutters, saws, tapping machines, chipping guns, valve turners, and related equipment.
- May perform installations, repairs, and maintenance of water distribution facilities as needed.

### **QUALIFICATIONS:**

#### Knowledge of:

- Principles and practices of construction and maintenance of water distribution systems, including surface and groundwater supply sources.
- Equipment, tools and materials used in water distribution systems and related maintenance.
- Pertinent local, State, Federal rules and regulations and laws.
- Use of a variety of heavy equipment, power tools, and other equipment.
- Principles and practices of mathematics and routine record keeping.
- Principles and practices of work safety, including traffic control, trench safety, confined space and CalOSHA standards and regulations.
- Policies and procedures related to sediment control, dechlorination, and spill control.
- Principles of supervision, training, and performance evaluations.
- Basic principles of budget monitoring.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of excellent customer service.

#### Ability to:

- Organize, implement, and direct semi-skilled and skilled maintenance, repair and installation operations and activities associated with the City's water distribution system.
- On an ongoing basis, know and understand operations, and all requirements and essential aspects of the job, know and observe safety rules and identify hazards; intermittently locate, analyze, detect and diagnose problem equipment and determine solutions; locate, adjust and operate tools and equipment; intermittently access, review, interpret and enter or adjust information on documents and work orders, remember instructions and how to operate equipment; interpret and communicate technical and numerical information.

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- Position self and intermittently move so as to access, maintain, clean, repair and/or install equipment; intermittently move, traverse and position self around the office, shop or job site while performing work activities and performing maintenance and repair activities and to reach needed items; remain in stationary position at a desk, table, counter, or while driving vehicle or operating equipment; manipulate and use a variety of mechanical and electric powered tools; manipulate, activate, operate and adjust equipment; ascend and descend ladders or step stools to reach equipment or other items and to access areas out of reach; safely use and dispose of chemicals as per instructions; and move or transport weight of 100 pounds or less.
- Interpret and explain pertinent department and City policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Supervise, train, and evaluate assigned staff.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives, and activities.

### Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade.

Four years of increasingly responsible experience in water distribution system construction and maintenance activities, including two years of lead responsibility.

### Special Requirements:

Possession and continued maintenance of a California Class A Commercial Driver's License with Tanker Endorsement is desired. Incumbents are subject to pre-employment drug test and inclusion in random and other alcohol and drug testing as mandated by the Federal Department of Transportation.

Possession at time of hire of a Grade D3 Water Distribution Operator Certificate issued by the State of California is required. Achieve a passing score on the Grade D4 Water Distribution Operator examination within twelve (12) months of hire and possession of and continued maintenance of a Grade D4 Water Distribution Operator certificate issued by the State of California within twenty-four (24) months of hire is required.

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Special Requirements when assigned to the Customer Service Section – Possession within twelve (12) months of hire and continued maintenance of a Cross Connection Specialist certification is required.

Special Requirements when assigned to the Distribution Service Section – Possession of a Cross Connection Specialist certification is desired.

Working Conditions:

Work is performed in a typical outdoor environment on a year-round basis, subject to typical street or field noise and exposure to loud equipment and machinery. Some positions may be assigned to remote locations. Positions may be required to work outside of normal business hours including evenings and weekends. Depending upon assignment, may require standby work assignments. Travel is rare.

Employment Type: Full-Time Classified  
Bargaining Unit: NCEA  
FLSA Status: Non-Exempt

Established: June 7, 2005  
Revised: April 2022, TBD