



City of Bruno

CLASS SPECIFICATION

CLASS TITLE:

WATER FIELD SERVICES SUPERVISOR

DEFINITION:

To plan, organize, direct and supervise a variety of personnel engaged in a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of water distribution, treatment and related systems facilities; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

The Water Services Field Supervisor level recognizes positions that perform full supervisory responsibilities for a unit, including planning, assigning and evaluating the work of subordinates and responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from a Water Systems Manager.

Exercises direct supervision over assigned Water Systems Operators.

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, treatment and related maintenance activities and implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in water distribution, treatment and maintenance activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for various water distribution and treatment activities and monitor and control related expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Supervise and coordinate construction, maintenance and operations of water distribution, wells and related facilities; oversee water distribution and treatment preventive maintenance activities, including valve testing, leak detection and repair, and hydrant flushing; respond to and direct emergency repairs as appropriate.
- Maintain a variety of records for operational and regulatory purposes.
- Respond to critical emergency situations involving broken water distribution pipelines and related activities.
- Use a computer to enter and retrieve information related to work assignments and recordkeeping.
- Notify customers of water main shutdowns; respond to customer concerns and questions.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- 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.

QUALIFICATIONS:

Knowledge of:

- Methods, techniques, tools, maintenance and operating characteristics of mechanical equipment used in the construction and maintenance of water systems facilities.
- Principles and practices of supervision, training, and performance evaluations.
- Principles of budget monitoring.
- Safety practices and procedures including, but not limited to, confined space entry, trenching and shoring.
- Know and understand operations and observe safety rules.
- Principles and practices of safety management and CAL-OSHA requirements for all aspects of maintenance and repair work, equipment usage and Confined Space Program.
- 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.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct water distribution and treatment operations and maintenance activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds and at times 100 pounds.
- Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Interpret and explain pertinent City and department policies and procedures.
- Assist in the development and monitoring of an assigned program performance budget.
- Develop and recommend policies and procedures related to assigned operations.
- Read and understand blueprints, maps, plans, specifications and related technical documents.
- 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 completion of the twelfth (12th) grade.

Two years of increasingly responsible experience performing field maintenance work similar to that of a Lead Distribution Systems Operator with the City of San Bruno.

Special Requirements:

Possession of a valid California Class B driver's license.

Possession of a California State Water Resources Control Board Water Distribution Operator Grade 3 (D3) certificate by date of appointment.

Possession of a California State Water Resources Control Board Water Treatment Operator Grade 2 (T2) certificate by date of appointment.

Working Conditions:

While performing the duties of this job, the employee may work either indoors or in outside weather conditions. The employee frequently works near moving mechanical parts, chemicals, and is frequently exposed to wet and/or humid conditions and vibration. The employee may be required to work night, early morning, or weekend hours, depending on workload factors, in addition to normally scheduled work hours.

Employee is subject to call back after hours and to respond to emergency situations on a 24- hour basis, seven days per week in addition to normally scheduled work hours. The noise level in the work environment can range from moderately quiet to loud.

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| Category: | Supervisor |
| FLSA Classification: | Non-Exempt |
| Effective Date: | July xx, 2022 |
| Revisions: | N/A |