

SENIOR WATER MAINTENANCE SUPERVISOR

DEFINITION

Under direction of the Water Resources Manager, coordinates and supervises the maintenance and construction of the City water distribution, sewage collection and storm water conveyance systems.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Coordinates, assigns, supervises, and evaluates the work of Water Maintenance Supervisors responsible for water main construction, corrective and preventative maintenance; service connection repair and installation; hydrant maintenance and installation; and sewer collection and storm drain systems maintenance. Monitors, evaluates, and makes recommendations regarding safety and effectiveness of work methods, procedures, and new technologies to ensure high level service to the community and to improve cost effectiveness. Establishes work priorities and coordinates training programs to ensure appropriate training of all subordinate staff. Monitors Section expenditures and assists the Water Resources Manager with preparation of annual budget, development of goals and objectives, and preparation of reports. Coordinates activities of Water Maintenance Section with other Sections, Divisions and Departments. Works with Engineering and Water Quality Sections, to establish priorities, methods and schedules; with Roadway Design and Maintenance to coordinate street resurfacing projects; with Purchasing, to develop specifications, issue requisitions and ensure receipt of ordered items; with Fleet Maintenance, to coordinate fleet equipment requirements; with Risk Management, to assist with resolution of claims against the City; and with Personnel Services, to ensure compliance with Personnel policies and procedures. Responds and seeks appropriate resolution to citizen complaints. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the supervisory/coordinator of staff level in the Water Maintenance series. The incumbent in this position directs, evaluates and coordinates the work of Water Maintenance Supervisors. The emphasis is on efficient and effective use of resources through coordinate effort rather than daily or routine supervision of the work.

RECOMMENDED MINIMUM QUALIFICATIONS

Five years of progressively responsible experience with a municipal water system, two of which must have been in a supervisory or lead capacity. Experience may be used in combination with formal training in operations and/or maintenance of municipal water systems.

Special Requirement

Possession and retention of a valid California Class C Drivers License throughout tenure in this classification is a condition of employment.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: Methods and materials used in the construction, maintenance and repair of water distribution mains, water service lines and hydrant valves, sewer collection systems and open channel or covered storm drains. Principles and practices of supervision, including motivation techniques, performance evaluation, training and employee development. Occupational safety hazards and appropriate precautions.

General knowledge of: Principles and practices of budget preparation and control, equipment specifications and purchasing.

Ability to: Direct and perform water system maintenance and construction work; plan and supervise the work of Water Maintenance Supervisors; plan, schedule and coordinate work and training assignments for Section personnel; analyze, recommend, and track equipment and budgetary expenditures; write reports; assist with development of standards, policies and procedures; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with employees, supervisors, other City agencies and the public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

The successful performer is a positive leader and motivator with excellent communication skills, who is committed to teamwork and a high quality work product. A resourceful problem solver with a strong technical background, he or she works calmly and effectively under pressure and in emergencies. An effective supervisor, this individual has a proactive "can do" attitude in dealing with members of the team, other co-workers and the public, and achieves high employee morale.