

EL DORADO IRRIGATION DISTRICT

Class Specification

CLASS TITLE: Utilities Maintenance Supervisor

DEFINITION

Under general direction plans, organizes, directs, participates and supervises the work of crews involved in a variety of general construction activities including the installation, repair and maintenance of water utility infrastructure and potable/recycled water distribution systems within the Operations Department; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Utilities Maintenance Supervisor is the supervisory level class in the Construction and Maintenance Worker series. The Utilities Maintenance Supervisor is distinguished from the Chief Construction and Maintenance Worker in that the former has full supervisory authority of the work unit and its operational activities. Positions in this class are characterized by supervisory responsibility for operational, maintenance, and construction activities to ensure reliable transmission and distribution of high quality treated water. Successful performance requires responding to and taking appropriate action to ensure that assigned utilities are functioning within prescribed limits to meet performance standards, regulatory requirements, changing conditions and emergencies. Responsibilities may include working off-hour shifts, holidays and weekends in a continuous operations (24/7) environment.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel; may receive functional supervision from the "Chief Operator" as defined within §63750.25 of Title 22, California Code of Regulations. Exercises direct supervision over assigned maintenance personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

Develops and implements goals and objectives related to assigned section; establishes schedules and methods for the installation, repair, and maintenance of the District's distribution system and general construction activities; implements policies and procedures.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the installation, repair and maintenance of the District's water distribution pipelines, fire hydrants and related utility systems, road repair, pest and vegetation maintenance, including maintenance of utility right-of-way accessibility and general construction activities.

Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.

Assists Division Manager and/or Department Director in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.

CLASS TITLE: Utilities Maintenance Supervisor

Recommends to Division Manager and/or Department Director the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; evaluates performance standards, and implements discipline procedures.

Monitors work sites and ensures adherence to safe work practices related to traffic control in accordance with California Manual of Uniform Traffic Control Devices (MUTCD), trenching and excavation safety in accordance with Cal OSHA Title 8, safe operation of heavy equipment and commercial vehicles at work sites and on public and private roadways.

Coordinates daily activities with contractors, vendors, utilities, District or external inspectors, other District departments, divisions, and sections to properly plan jobs and minimize damage to public or private property as well as minimizing inconvenience to the public.

Coordinates work activities with outside local and State agencies. Participates in the development of technical reports and documentation.

Receives and responds to customer complaints, concerns and inquiries; develops cost estimates per customer request. Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, training, discipline and performance evaluation. Federal, state, and local laws, codes, regulations, policies, and procedures pertaining to safety, water supply, and water utility systems/operations. Equipment, tools and materials used with pipeline and general construction activities including pest and vegetation management and maintenance of utility right-of-way accessibility. Principles and practices of supervision, training and performance evaluations. Principles and practices of budget monitoring. Principles and practices of safety management. Pertinent local, State and Federal laws, ordinances and rules.

Skill/Ability to:

Supervise, train, discipline and evaluate subordinates. Use of sound and independent judgement in carrying out assignments. Respond to common inquires or complaints from customers, regulatory agencies, or members of the business community. Effectively prepare and present information and reports to boards, commissions, and community groups. Identify or define problems and provide effective solutions. Read and interpret a variety of technical instructions in mathematical or diagram form. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Ability to maintain regular and predictable attendance is a condition of employment, subject to applicable medical and

CLASS TITLE: Utilities Maintenance Supervisor

disability leave laws. On a continuous basis, sit at desk for long periods of time and/or oversee work crews engaged in construction and maintenance activities outdoors; 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; and lift or carry weight of 50 pounds or less.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in the construction and maintenance of water distribution systems while certified as a D3 or greater; including two years providing technical and functional supervision over assigned personnel.

Education:

Equivalent to the completion of the twelfth grade. An Associates Degree, or higher, with directly related science or engineering course work is highly desired.


SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a valid Water Distribution Operator Grade D4 certificate issued by the State Water Resources Control Board (California).

Possession of, or ability to obtain, a Class A California driver's license.

 _____ Director of Human Resources	<u>09/15/2023</u> Date
Established: 08/18/2009 Revised: 04/03/2012, 09/15/2023 FLSA: Exempt Unit: Safety	