

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Water Construction Supervisor

DEFINITION

Under general direction plans, organizes, directs and supervises a variety of general construction activities including the installation, repair and maintenance of water distribution systems within the Operations Department; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full supervisory responsibilities for a section, as identified by the District, including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Drinking Water Manager. 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 systems, road repair, pest and vegetation maintenance, 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.

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

Receives and responds to customer complaints, concerns and inquiries; develops cost estimates per customer request.

Participates in the development of technical reports and documentation.

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Coordinates work activities with outside local and State agencies.

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 general construction practices including the installation, maintenance and repair of water distribution systems. Equipment, tools and materials used with pipeline and general construction activities. 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:

Organize, implement and direct water distribution and general construction operations/activities. Interpret and explain pertinent local, State, Federal, District and department laws, regulations, policies and procedures. Assist in the development and monitoring of an assigned program budget. Effectively resolve and respond to customer complaints and questions. Review and understand construction specifications. Develop and recommend policies and procedures related to assigned operations. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Supervise, train and evaluate assigned staff. 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; and lift or carry weight of 25 pounds or less.

Experience and/or 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; including two years providing technical and functional supervision over assigned personnel.

Education:

Equivalent to the completion of the twelfth.

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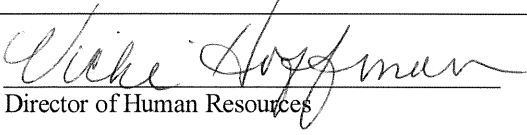
SPECIAL QUALIFICATIONS

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 Water Distribution Operators Grade 3 Certificate issued by the State of California Department of Public Health.

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

 Director of Human Resources	<u>4/17/12</u> Date
Established: 08/18/2009 Revised: 04/03/2012 FLSA: Exempt Unit: Safety	