



CITY OF CALEXICO

CLASS TITLE: WATER SYSTEM SUPERVISOR

MONTHLY: \$6,364 - \$7,735

RANGE: S-39

BASIC FUNCTION:

Under the direction of the Public Works Director, organize, direct and participate in a variety of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment; train and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize, direct and participate in a variety of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment; oversee the water distribution pipe system and lead a variety of activities involved in assuring smooth, efficient, healthy and safe water flow, operations and services.

Lead and participate in the inspection of water distribution systems, lines and equipment; maintain and repair main water lines; troubleshoot, diagnose and repair malfunctions; replace system components and install new equipment as needed.

Install, fit and replace pipes; inspect and repair leaks, obstructions and general system failures; install service lines for new houses or businesses; install, maintain and service fire hydrants and valves as necessary; flush water mains as necessary; utilize appropriate storing and safety equipment.

Train and evaluate the performance of assigned staff; interview employees and recommend hires, transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established guidelines and procedures.

Oversee and participate in the digging and excavation of holes and trenches to access water lines, systems and equipment.

Test water systems and lines to assure proper water pressure levels; make necessary adjustments.

Communicate with City personnel and outside agencies to exchange information and resolve issues or concerns; assist contractors concerning questions and requirements related to water hook-ups;

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resolve customer complaints and conflicts in a proper and timely manner.

Operate a variety of equipment including dump trucks, backhoes, jack hammers, asphalt cutters, skip loaders, water pumps, generators and hand and power tools; drive a vehicle to conduct work.

Install, inspect and repair sewer lines as necessary.

Perform routine or emergency work as necessary; shut down valves and reroute water and sewer flows as necessary.

Estimate and assure adequate labor, equipment and material levels to meet project needs; order supplies as needed; work from sketches, diagrams, schematics and manuals.

Monitor inventory levels of water treatment parts, supplies and equipment; order, receive and maintain adequate inventory levels of water treatment parts, supplies and equipment.

Turn on and off water services as directed; disconnect and reconnect water services as needed; identify and report unauthorized water usage.

Maintain various records related to maintenance, repairs, inventory, meters and work performed.

Maintain assigned areas, equipment and tools in a safe, clean and orderly condition.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment.

Methods, materials and equipment used in the installation, operation, maintenance and repair of City water distribution systems, lines and equipment.

Preventive maintenance practices.

Mechanical and piping systems including valves, hydrants, mains and water lines.

Operation of equipment used in system maintenance and repair such as dump trucks, backhoes, jack hammers, asphalt cutters, skip loaders, water pumps, generators and hand and power tools.

Principles and practices of supervision and training.

Record-keeping techniques.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, courtesy and diplomacy.

Health and safety regulations and procedures.

Proper lifting techniques.

ABILITY TO:

Organize, direct and participate in a variety of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment.
Inspect systems, lines and equipment for maintenance and repair needs.
Inspect, troubleshoot, diagnose and repair malfunctions.
Train and evaluate the performance of assigned personnel.
Maintain various records related to work performed.
Observe health and safety regulations and procedures.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.
Work from sketches, diagrams, schematics and manuals.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years experience working with equipment maintenance and repairs including work in the maintenance and repair of water distribution systems.

LICENSES AND OTHER REQUIREMENTS:

Valid Class II Water Distribution Operator certification.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes and odors.
Driving a vehicle to conduct work.
Adverse and extreme weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands to operate assigned tools and equipment.
Sitting or standing for extended periods of time.
Seeing to inspect systems and read a variety of materials.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Hearing and speaking to exchange information.
Climbing ladders.

Walking.

HAZARDS:

Working around and with machinery having moving parts.

Working in a cramped or restrictive work chamber.

Working at heights.

Chemical fumes.

