

**VALLEY CENTER MUNICIPAL WATER DISTRICT  
CONSTRUCTION/MAINTENANCE SUPERVISOR**

**DEFINITION**

Under general direction of the Director of Operations/Facilities, incumbent performs a variety of supervisory, administrative, skilled, and technical work in the construction division to include: operation, repair, and maintenance of water systems and facilities; and, supervision of employees engaged in the installation, maintenance and repair of District facilities, access roads, easements and mechanical equipment, including valves, air vacs, fire hydrants and pipeline distribution systems; and the Landscape Maintenance Division.

**CLASS CHARACTERISTICS**

This is a single incumbent class and is responsible for supervising all activities and staff related to the Construction/Maintenance Division. It is distinguished from the Director who is accountable for all field operations. The position requires the use of independent judgment and initiative, particularly in the event of emergency situations, where critical facilities must be quickly brought back to service. The work also requires skill in planning and coordinating activities as the facilities to be maintained are located throughout a broad geographical area. Incumbents must be able to respond to emergencies, as necessary, and may be required to work in wastewater facilities.

**ESSENTIAL DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.*

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; establishing schedules, maintaining supplies, handling serious complaints, preparing a variety of reports, training lower level staff on work practices and procedures, and, making hiring, termination, and disciplinary decisions and recommendations.

Provides for staff training and development; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized.

Provides technical assistance to crews in resolving difficult problems encountered; supervises maintenance and repair work on facilities and equipment, valves, roads, easements and pipelines; inspects job sites to determine work required and to evaluate performance.

Handles the most serious complaints regarding water leaks, water quality, loss of service and property damage; evaluates situation, explains findings to property owners and notifies appropriate personnel.

Estimates personnel, material and equipment requirements for assigned jobs; ensures that all necessary materials, supplies and equipment are available; insures the proper maintenance of equipment and tools.

Participates in the selection of outside contractors to perform various construction projects on or within District facilities.

Prepares periodic and special reports of work performed; prepares and maintains a variety of written and computerized reports and records including work sheets, accident reports, maintenance requests, and other related records.

Responds to questions and complaints from the public and others agencies; coordinates work with other departments and outside agencies as needed on matters such as those requiring permits, mark-outs, joint efforts or other outside knowledge and expertise.

Prepares budget for assigned area; analyzes annual operating costs and makes recommendations for department budget.

Develops training manuals and procedures related to division operations.

Plans, organizes and directs a predictive and preventive maintenance program, including: coordinating projects, scheduling and division budgets; developing schedules and work standards; monitoring work installation and repair activities to ensure conformance with specifications; and, directing the requisition of parts and supplies for this division.

Attends a variety of meetings, seminars, interagency discussions.

Performs other duties as assigned.

### **QUALIFICATIONS GUIDELINES**

**Knowledge of:** Supervisory principles and practices, including selection, training, work evaluation and discipline; methods, materials, tools and equipment used in water distribution systems and maintenance and water quality assurance work; safe work methods and safety practices pertaining to the work; operation and maintenance of a wide variety of equipment and hand and power tools used in the work; principles and practices of oxyacetylene, torch and arc welding used in the work; road grading, dozer and backhoe operations; shop mathematics; using computer and related software applications; applicable laws and regulations; safety and public health rules, codes, and regulations pertaining to the work; basic first aid and CPR techniques; hazardous materials and hazardous waste management practices; training techniques and procedures; budgeting principles; and, contract and risk transfer agreements.

**Ability to:** Plan, organize, assign, supervise, review and evaluate the work of others; identify problems, evaluate solutions, and implement change; prepare and manage a budget; prepare and maintain a variety of accurate written and computerized records and reports pertaining to the work; read and interpret plans, maps, specifications and manuals; operate and maintain tools and equipment used in the work; identify and implement effective courses of action to complete assigned work; coordinate crew assignments with those of other departments and agencies; estimate labor, material and equipment needs; interpret plant piping and distribution diagrams; analyze and make recommendations for improved methods and procedures; develop and revise operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient, and legal operation of plant facilities; maintain adequate stock levels, requisition materials and supplies; communicate clearly and concisely, both orally and in writing, and be understood while using the District's radio communication system; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

### **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS**

**Education:** Equivalent to an Associate's degree from an accredited college or university in Water Technology, Supervision, or a related field.

**Experience:** A minimum of two years of experience as a Senior Construction Maintenance Technician, or its equivalent; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**License and Certifications:** California Class A Driver's License; State Water Resources Control Board (SWRCB) Water Distribution Operator's Certificate, Grade D4; Welding Certificate, ASME Section 9.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** While performing the duties of this job, the incumbent is regularly required to use hands and fingers to grasp and feel or operate objects, tools, or controls and reach with hands and arms. The incumbent frequently is required to walk, stoop, kneel, crouch, climb, balance, stand, talk and hear. The incumbent is occasionally required to sit. The incumbent must frequently lift and/or move from 10 to 25 pounds and occasionally lift and/or move from 50 to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May be required to medically qualify and wear a District approved respirator.

**Work Environment:** While performing the duties of this job, the incumbent regularly works in outside weather conditions. The incumbent frequently works near moving mechanical parts and is exposed to wet and/or humid conditions and vibration. The incumbent occasionally works in high, precarious places and is occasionally exposed to fumes, toxic or caustic chemicals or airborne particles. The noise level will range from moderate to very loud.

POSITION DESCRIPTION APPROVED:

  
\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
Date