



## POSITION DESCRIPTION

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**TITLE: OPERATIONS SUPERVISOR (CONSTRUCTION AND SYSTEMS)**

**REPORTS TO:** Operations Manager

**GRADE:** 12

**FLSA:** Exempt

**CONFIDENTIAL:** Yes

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### **SUPERVISORY RESPONSIBILITIES**

**DIRECT:** (Position Titles) Construction: Utility I, II, and III; Equipment Technician.

Systems: Systems Operator I, II and III; Valve Maintenance Technician I and II.

**INDIRECT:** None

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### **MINIMUM QUALIFICATION REQUIREMENTS**

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee.

**EDUCATION:** High School diploma or equivalent required, an Associate's degree in Water Technology is highly desirable. A valid California driver's license and proof of insurability, and Standard First Aid and CPR certifications are required.

In addition to above, for the System Operations Supervisor, a State of California Water Distribution Operator D5 and Treatment Operator T2 certifications are required. For the Construction Supervisor, State of California Water Distribution Operator D3 certification is required and State of California Water Treatment Operator T2 certification is desirable. A certification as an Occupational Safety Health Administration (OSHA) "Competent Person" is highly desirable.

**EXPERIENCE:** Minimum of seven years of progressive experience with at least three (3) years in a lead or supervisory capacity. Specific experience depending on department to include: operation and maintenance of a water distribution system such as planning; scheduling; installing and repairing water mains, valves, pumps, fire hydrants, meters; operation of reservoirs, tanks, pump stations, pressure reducing stations; familiar with the removal and replacement of concrete and asphalt; thorough knowledge of water quality issues, demonstrated comprehension of applicable California and Federal rules and regulations regarding governmental agencies, water quality and safety; ability to effectively utilize personal computers and peripherals; proven ability to organize and manage competing priorities.

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### **CONTACT RESPONSIBILITY**

**INTERNAL:** Interaction with Supervisor to receive general direction and review overall work accomplishment; assigned crew to provide detailed supervision; other supervisors or lead personnel to coordinate assignments and resolve technical matters; District support staff to discuss finance, personnel and related matters; all other District personnel as required.

**EXTERNAL:** Interaction with contractors and general public to discuss maintenance issues; vendors to evaluate and/or purchase products; local government officials; and emergency service personnel as required.

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## PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping, and exposure to a computer screen; good hearing, eyesight and speech capabilities; ability to effectively utilize a personal computer and peripherals; excellent verbal and written communication skills.

***This position requires the ability to work evenings, weekends, and holidays.***

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## ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wears protective clothing as required. When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided and must be used at all times.

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## DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

Under general direction, this at will position responsibilities include planning, directing, implementing and administering one or more of the following areas: Construction and System Operations. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary; support of the District Strategic Plan and Mission Statement by acting as a role model and assuring departmental employees remain informed and involved; and the ability to interact successfully in a team environment are essential. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

<b>% TIME</b>	<b>TASKS</b>
<b>50%</b>	<b>Construction Supervisor:</b> <ul style="list-style-type: none"><li>• Directs construction activities so that they are in compliance with District specifications.</li><li>• Directs and coordinates the activity of District construction crews assigned to this department.</li><li>• Directs tests, leak repairs and installation to water mains, recycled water mains, water service laterals, fire hydrants, automatic and manual air release valves and exercise valves.</li><li>• Manages traffic control for all construction activity related to District construction crews.</li><li>• Directs the fleet maintenance operation including supervising the fleet mechanic and overseeing vehicle procurement and disposal.</li><li>• Directs minor facility maintenance and construction work on various District buildings and sites.</li></ul>
<b>50%</b>	<b>System Operations Supervisor:</b> <ul style="list-style-type: none"><li>• Directs the operation and maintenance of the District's pressure regulation systems and pump stations.</li></ul>

- Directs the operation of the District's potable and recycled water distribution systems.
- Directs the operations and maintenance of the District's water storage tanks.
- Coordinates all flow changes from SDCWA and/or the District's DCMWTP to properly supply the potable distribution system with potable water.
- Coordinates flow changes from the various recycled water sources to properly supply the recycled distribution system with recycled water.
- Oversees water quality in both the potable and recycled water systems as well as water quality issues for customers.
- Plans and implements water quality monitoring activities that meet all regulatory and operational requirements.
- Prepares and submits all required monitoring reports for approval by the Operations Manager and/or the regulatory agencies.

40%

**Both positions are responsible for:**

- Supervises a staff of employees engaged in the above areas of responsibility.
- Oversees the implementation of strategic goals and policies.
- Makes all work assignments and reviews results.
- Provides detailed input on plan reviews related to water, recycled water and sewer systems.
- Recommends hiring, termination, promotion, salary increases.
- Researches and recommends action on employee issues.
- Oversees the training and evaluation of subordinates on work skills.
- Ensures compliance with applicable regulations and all safety procedures.
- Acts as emergency (or on-call) fill-in for all supervised positions if necessary.
- Works with outside contacts to resolve inquiries, technical matters and obtain permits.
- Participates in a variety of management meetings to provide input and resolve issues.
- Completes clear, concise reports as required, utilizing District software.
- Resolves conflict issues constructively, develops effective resolution to personnel and inter-departmental issues.
- Plans and submits policy recommendations regarding operations and procedures.
- Ability to plan and work within budgetary guidelines for assigned areas of responsibility.
- Professionally represent the District.
- Ability to respond to emergency situations using sound judgment.
- Manages labor resources effectively, conducting interim and annual evaluations, assuring competent and timely employee feedback and documentation of performance.
- Establishes consistent methods of ongoing training for personnel.
- Ability to organize and implement departmental record retention requirements for data management.

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**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

10%

Performs all related duties as assigned.