Bargaining Unit:

MS Covered

FLSA: Position Number: 06594

PUBLIC WORKS SUPERVISOR—WATER

DEFINITION

Under general supervision, plans, assigns, supervises, and reviews the work for the Water Maintenance Division's general operations, maintenance, construction, and inspection of the City's water distribution, pumping, storage systems, and related facilities. Supervises and coordinates field crews; performs administrative duties as a first-line supervisor and performs field work as needed.

DISTINGUISHING CHARACTERISTICS

This is a first-line supervisory class position in the Public Works Operations Department, Water Division. Positions in this class assist the Public Works Manager - Water with the management of the Division; they are distinguished from the Public Works Manager -Water by the extent of policy-making authority and other managerial responsibilities.

REPORTS TO

Public Works Manager-Water.

CLASSIFICATIONS SUPERVISED

Staff assigned to the Water Maintenance Division of the Public Works Operations Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required)

- Plans, assigns, performs, supervises, and inspects activities and work in conjunction with the Public Works Manager - Water relating to the operation, maintenance, and construction of the City's water distribution system including water mains, valves, pumps, hydrants, elevated storage tanks, chemical feed systems, and other related equipment
- Assists in budget development and administration
- Prepares cost and staffing estimates for maintenance projects
- Assumes responsibility for and assists with a variety of personnel actions such as performance evaluations, training, selection, dismissals, transfers, and disciplinary actions
- Supervises and assists crews in the repair and maintenance of the City's water distribution system
- Inspects the work of crews for compliance with City Standards
- Reads and interprets construction plans and specifications

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

- Operates heavy equipment and trains subordinates in the safe handling and operation of equipment
- Directs crews in the proper setup of a traffic control plan, including work-zone coning/barricading of worksites and hazardous conditions
- Assists Public Works Manager Water with field inspections to determine annual preventive maintenance programs
- Prepares clear and accurate reports of time, equipment, and materials used
- Implements work safety requirements and conducts safety training
- Requisitions and purchases materials and supplies
- Investigates public complaints and recommends appropriate corrective action(s)
- Reviews employee time records for accuracy and completeness
- Performs field maintenance on equipment and tools
- Operates on-line computer systems used in the City
- · Performs other related duties as required

TYPICAL PHYSICAL REQUIREMENTS

Occasionally sits; frequently stand, walk, stoop, kneel, and crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 90 pounds; ability to climb a stationary ladder a minimum of 150 vertical feet; exert unusual physical effort in the maintenance and repair of the underground water mains and related components; corrected hearing and vision to normal range; verbal communication; operate motorized equipment; use a variety of hand and power equipment, operate a two-way radio; use a telephone; operate a personal computer.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and outdoors in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff and regular contact with the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Computer systems (Microsoft Office Pro) and SCADA System operation.
- Materials, methods, practices and equipment used in water system operations, construction, maintenance and repair programs.
- Elements of construction technology as they relate to the assigned construction maintenance and repair activities.
- Principles of supervision and training.
- Safe work practices.

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DESIRABLE QUALIFICATIONS (Continued)

Ability to:

- Interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects.
- Keep reviewable, accurate records and complete reports.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Prepare and maintain accurate records, reports and written correspondence
- Ability to use a personal computer and knowledge of basic programs such as Outlook, Excel and Word
- · Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with the public
- Supervise, train and assist in evaluation of assigned staff.

Training and experience:

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

- Minimum of five (5) years experience in the operation and maintenance of a distribution system and/or a pumping and chemical treatment system.
- One year increasingly responsible lead or supervisory experience.
- Completion of the requirements for an Associate of Arts or Bachelor of Science degree from an accredited college or university is desirable..
- Specialized training in both water distribution and water treatment is highly desirable.

Special requirements:

- Possession of a valid State of California Class A driver's license (without Restriction 48 and 64).
- Possession of a valid State of California DOHS Water Treatment Plant Operator, Grade II, or higher, certification.
- Possession of a valid State of California DOHS Water Distribution Operator Grade III, or higher, certification.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined by the City Manager.

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APPROVED

Chairperson/Personnel Board

DATE: September 11, 2006