JOB DESCRIPTION

Coachella Valley Water District

Date: July 2007

TITLE: Domestic Water Supervisor

SECTION: Domestic Operations

DEPARTMENT: Operations

SRN: S19

REPORTING RELATIONSHIP:

Reports to: Domestic Water Operations Superintendent or Domestic Water Construction Superintendent

Supervises the following position: Crew Chief, Equipment Operator, Distribution Operators I, II & III, Distribution Utility Workers I, II & III, Facilities Location Technicians I, II & III.

DEFINITION: Under general direction, to plan, organize and direct the work performed by the Leak repair, Mark and Locate / Valve and Hydrant, Domestic Maintenance and / or Domestic Construction Crews. Through the Domestic Water Operations or Construction Superintendents, coordinates with other divisions within the Operations Department as they accomplish the work of their groups.

ESSENTIAL FUNCTIONS:

1. Plans and assigns work to Crew Chiefs and Crews related to the construction and maintenance of domestic production and distribution systems. Assigns and adjusts work schedule due to absences and emergencies.

2. Reviews and requires that accurate records and reports on damages be prepared by staff. Prepares reports of completed job orders and works in progress. Ensures plant records are maintained. Reads and understands plat books and recording devices used in pumping operation.

3. Enforces District safety regulations and guidelines, trains serviceworkers in these procedures and makes sure that equipment is properly maintained and is used in a safe manner.

4. Prepares cost estimates for projects and completes work within cost estimates.

5. Directs method of maintenance and repair for system outages. Is familiar with maintenance and repair practices for a wide variety of domestic water system facilities.

6. Drives to job sites to inspect and discuss with crew work in progress to assure quality completion within time and cost constraints. Provides feedback and suggestions for improvement in when necessary.
JOB DESCRIPTION

Domestic Water Supervisor – Page 2

ESSENTIAL FUNCTIONS (Cont.):

7. Provides training, counseling, and performance reviews to employees to ensure adequate job performance. Attends workshops and seminars to maintain current technology and maintenance procedures.

8. Assist in preparing the Capital Improvement Budget and the Operating Budget. Is familiar with budgeting processes and accomplishes work within budgetary constraints.

9. Meets with district management and staff to discuss ongoing and future projects.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

And

Must possess a Grade D4 Water Distribution Operators Certificate issued by the State of California Department of Health services.

Education and Experience: High School Diploma or equivalent is required. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical to acquire the required knowledge and abilities would be to have eight years experience working with a domestic water distribution system, including two years at the level of Crew Chief. College coursework in supervision, management or engineering is desirable.

Knowledge of:

- In depth knowledge of domestic water production and distribution operations, construction, and maintenance practices.
- Technical and practical knowledge of pump and electric motor selection.
- District safety programs and practices.
- Electric theory and pressure pipe hydraulics.
- Well design, operation, maintenance and rehabilitation.
- Local area and streets.
- Methods of hand tools and equipment used in construction, maintenance, plumbing and repairs of pumps, pumping facilities, reservoirs, domestic water distribution systems, automatic control and pressure regulating equipment.
- Operating principles and maintenance requirements for pumps and automatic controls.
- Principles and practices of providing excellent customer service.
- Principles of supervision and training.
JOB DESCRIPTION

Domestic Water Supervisor – Page 3

MINIMUM QUALIFICATIONS (Cont.):

Abilities:
- Supervise, evaluate and train staff.
- Delegate assignments and follow up to ensure completion of tasks.
- Operate hand tools and a variety of equipment safely and skillfully.
- Accurately prepare estimates, records and reports.
- Install and make a variety of repairs to District equipment and facilities.
- Communicate effectively with others.
- Work cooperatively with others.
- Use professional customer service techniques.
- Analyze the causes of distribution system malfunctions and take corrective action.
- Set priorities and schedule work accordingly.
- Read and understand recording devices used in pumping operations and Districts distribution system maps.
- Perform maintenance and construction work.
- Work independently and use sound judgement when making decisions.

PHYSICAL REQUIREMENTS:

1. Will work weekends, evenings, holidays, overtime and standby when required.

2. Will work in extreme weather conditions including heat and rain. Also will work in areas containing chemicals, dust, fumes, and vapors.

3. Performs pick and shovel work when required.

4. Drives District vehicles to job sites and uses a two-way radio to communicate. Driving: Heavy.

5. Brings equipment and materials to job sites including over rough terrain.

See Human Resources for physical assessment form.