VALLECITOS WATER DISTRICT

CONSTRUCTION SUPERVISOR

DEFINITION

Under direction, plans, supervises, and reviews the work of staff performing varied maintenance and construction work for water distribution systems, wastewater collection systems, reclaimed water systems and facilities, and landscape maintenance; personally performs work supervised; performs related duties as required.

CLASS CHARACTERISTICS

This is the first line supervisory level class in construction and maintenance work, responsible for overseeing the operation of the District construction department, including supervising assigned staff. This class is distinguished from the Operations and Maintenance Manager, which is responsible for all District operations and maintenance functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

▪ Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
▪ Supervises and personally performs installation, maintenance, and repair work on pipelines, valves, meter services, fire hydrants, and other appurtenances; exercises valves and performs system shutdowns; operates construction equipment as necessary; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
▪ Evaluates work methods and operations; estimates time and material costs using CMMS; requisitions supplies and equipment; evaluates and institutes changes in work methods and priorities to improve effectiveness and meet department objectives; and participates in the preparation of the budget;
▪ Reviews project plans and drawings with staff; makes changes based on field observations and operational problems; inspects projects in progress and upon completion; provides technical advice and assistance on problems and/or unusual situations;
▪ Maintains records and writes a variety of reports and memos on work performed, materials and equipment utilization, and vandalism; maintains daily and monthly reports;
▪ Coordinates work with other agencies, divisions, and sections; obtains excavation permits; responds to questions and complaints from the public and other agencies; responds to emergency situations as needed;
Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work assignments;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Principles and practices of employee supervision including selection, training, work evaluation, and discipline;
- Methods, materials, tools, and equipment used in the installation, maintenance, and repair of water distribution systems, collection systems, reclaimed water systems, and facilities;
- Relevant occupational health and safety regulations and guidelines;
- Safe work methods and safety practices pertaining to the work;
- Shop mathematics;
- Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
- Applicable codes and regulations; computer applications as related to the work.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Research and prepare complex reports on a variety of subjects;
- Plan, direct, and coordinate maintenance and construction work for water distribution systems, collection systems, reclaimed water systems, and facilities;
- Select, train, supervise and evaluate employees;
- Read and interpret plans, maps, specifications and/or manuals;
- Make decisions regarding operational and personnel functions;
- Estimate labor, material, and equipment needs;
- Respond to emergency and problem situations in an effective manner;
- Understand, explain and apply policies and procedures;
- Assist in developing comprehensive plans to meet future District needs/services;
- Deal constructively with conflict and develop effective resolutions;
- Assist in planning budget;
- Develop new policies impacting department operations/procedures;
- Interpret financial statements and cost accounting reports;
- Operate and maintain a variety of tools and equipment;
- Establish and maintain effective working relationships.

Education & Experience
Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: High school graduate or equivalent, and; four years of experience in water distribution and wastewater systems construction or maintenance work with a water/wastewater utility, with at least two years in a supervisory or lead role.

**Licenses, Certificates, and Special Requirements**

- Possession of a valid and current Class A California driver's license prior to employment and a satisfactory driving record;
- Possession of a State Water Resources Control Board (SWRCB) Water Distribution Grade 3 (D3) certificate is required;
- Possession of a California Water Environment Association (CWEA) Collection System Maintenance Grade II is desirable.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. 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 employee is regularly required to stand and walk; use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds, and infrequently lift up to 100 pounds. The employee is occasionally required to sit, climb, balance, or smell. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works in office environment. Employee occasionally: works outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; exposed to unusually loud sounds and hazardous materials; required to work at night; work with equipment producing pronounced vibrations; exposed to common allergy-causing agents. Some work done at a height of more than 12 feet above ground. Some work requires getting body and/or clothes wet. Intermittent work in confined or cramped positions. May work in areas of high humidity.

I have reviewed this Job Description with my Supervisor and agree with its contents.

____________________________________________________________________
Employee Signature                                 Date

____________________________________________________________________
Supervisor Signature                                Date

*The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*