



## ROWLAND WATER DISTRICT

### FIELD OPERATIONS SUPERVISOR

#### **Definition**

Under the general direction of the Distribution Superintendent, the Field Operations Supervisor is responsible for the day-to-day supervision of the personnel involved in the operation, maintenance, and repair of the District's potable and recycled water distribution systems. This position performs the duties of the Distribution Superintendent in his/her absence.

**Example of Duties** – Duties may include, but are not limited to, the following:

- Carry out work orders assigned by the Distribution Superintendent.
- Lay out, assign, lead and participate in the relocation, maintenance, and repair of water mains, water services, hydrants, valves and related appurtenances.
- Estimate quantities and order material and equipment; estimate personnel needs.
- Operate heavy equipment and perform minor maintenance to assigned tools and equipment, inspect work in progress.
- Assist crews in resolving some difficult work problems.
- Instruct crew members in work techniques, use of equipment and contact customers concerning complaints.
- Work with other District staff in coordinating meter readings, billing complaints, water pressure complaints, water quality complaints, disconnects, new service installations, and reconnects.
- Assist in locating utility lines and appurtenances.
- Coordinate work with outside meter testing/ repair service providers.
- Lead and train and evaluate the performance of subordinates; provide work evaluations for assigned staff.
- Inspect and evaluate time reports for proper allocation of time.
- Maintain a variety of records and information.
- Respond to emergency situations and may be assigned to regularly scheduled seven-day stand-by duty watch and can be required to perform related duties during any shift.

#### **Advanced Knowledge of:**

- Potable and recycled water distribution systems and complex operational situations.
- Methods, materials, practices and equipment typically used in the construction, maintenance and repair of water distribution systems.
- Applicable Federal, State, and local laws and regulations.
- Comprehensive understanding of the District's water distribution systems.
- Occupational hazards and standard safety practices.

**Advanced Knowledge of (continued):**

- Advanced hydraulic principles as they relate to water distribution systems.
- Principles and practices of supervision, staff training and performance reviews.
- Water disinfection principles and practices.
- Acceptable practices of applying disciplinary actions.

**Advanced Abilities To:**

- Communicate with executive management both orally and in writing.
- Plan, organize, direct and supervise the installation, maintenance and repair of potable and recycled water services and distribution systems.
- Understand and perform basic computer operations used in business environments.
- Direct meter installations, testing, maintenance and repairs.
- Oversee field customer service activities.
- Provide supervision, training, and guidance to assigned staff.
- Read and interpret plans, diagrams, and blueprints and assess work conditions.
- Develop information and prepare reports.
- Establish and maintain cooperative working relationships.
- Review and evaluate methods and practices that ensure acceptable service level standards.
- Continually evaluate water distribution system infrastructure and resources to stay ahead of anticipated obsolescence, growth or development.
- Evaluate subordinate staffing requirements, scheduling and deployments.
- Evaluate emergency response procedures.
- Anticipate potential issues and suggest resolutions to adverse conditions.
- Demonstrate initiative and independent judgment.
- Research information and prepare reports.
- Professionally represent the District with the public, contractors, and other organizations or agencies.
- Establish and maintain cooperative working relationships with personnel assigned to other divisions.
- Provide leadership and motivation for personnel to maintain/improve productivity standards.
- Establish a consistent track record of using sound judgment and common sense.
- Assist in administering conflict resolution.
- Able to carry, push, pull, reach and lift equipment and parts weighing up to 90 pounds.

**Desirable Education and Experience**

High school diploma or equivalent. Five (5) years combined experience operating and maintaining complex water systems with increasing levels of responsibilities for water distribution and/or water supply or any experience and education that could likely provide the required knowledge and abilities would be qualifying.

**Special Requirements**

Possession of a valid California Driver's License (Class C) issued by the State Department of Motor Vehicles. This position is required to obtain a California Driver's License (Class A) with air brake endorsement within six-months of appointment. Proof of a good driving record free of multiple or serious traffic violations or accidents for at least two (2) years' duration. The driving record will not contribute to an increase in the District's automobile liability insurance rates.

**Special Requirements (continued)**

Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations. Character background verification will also be performed prior to employment.

Certification as a State of California, Division of Drinking Water, Grade T2, Water Treatment Operator.

Certification as a State of California, Division of Drinking Water, Grade D4, Water Distribution Operator within 18 months of appointment.

In order to respond to emergencies in a reasonable time period, this position requires that the employee must be capable of responding and reporting to the District service area boundaries within thirty (30) minutes, given moderate traffic conditions, to any call to service. Travel time from employee's residence shall be estimated by Google Maps or some equivalent software and approved by employee's supervisor.

This position serves a mandatory six-month probation period.

**Overtime Assignments**

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

**Fair Labor Standards Act**

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, "non-exempt" position.

**Equal Opportunity Employer**

Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, natural origin ancestry, physical handicap, medical condition, marital status or sex.

**Americans with Disabilities Act**

The District will make such reasonable accommodations to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

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

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Employee Signature

Date

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Supervisor Signature

Date