



## Fair Oaks Water District Job Description

POSITION TITLE: Maintenance Supervisor  
DEPARTMENT: Maintenance  
FLSA STATUS: Exempt  
DIRECTLY REPORTS TO: Operations Manager  
DIRECTLY SUPERVISES: Maintenance and/or Construction Crew  
Job Description Date: January 1, 2009  
Annual Salary Range: \$66,800 - \$83,500

### **GENERAL STATEMENT OF JOB:**

Under direction of the Operations Manager, plans and directs the work of personnel engaged in the operation, maintenance, installation and construction of the District's water system; plans and directs the maintenance of equipment and facilities; and any other related duties that may be required.

### **ESSENTIAL FUNCTIONS:**

*The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Instructs personnel as to the manner in which projects are to be carried out; reviews projects and inspects progress and quality of work; enforces the District's standard specifications and safety regulations.
2. Makes routine inspections to ensure that equipment is being properly operated and maintained; supervises the arrangements for repairs of equipment. Supervises the purchase of tool inventory and the purchase of replacement tools; assists in the preparation of specifications for new equipment, materials and contractual improvements.
3. Assigns equipment to projects depending upon requirements and priority of need; Supervises the ordering of future materials needs.
4. Acts as the District's Construction Inspector.
5. Supervises water system maintenance and repair which includes annual exercising and repairs to distribution and transmission valves, leak repairs, meter box maintenance.
6. Interprets plans of District construction projects, maintains a record of deficiencies and field modifications, verifies that all corrections are made to construction drawings. Reviews submittals from the outside contractors and suppliers on compliance with the District's standard specification and standards of design.
7. Responsible for the communications between the District and Sacramento County construction inspectors.

8. Provides assistance to the customer service and operations personnel in regards to customer's inquiries on system pressure fluctuation, water quality problems and /or concerns, construction work progress and scheduling of work; supervises field related customer services; meets with customers, developers and contractors and other government entities; exercises considerable judgment.
9. Fulfills the following responsibilities for the Maintenance department: reviews applications for employment; assists in interviews of prospective employees; makes recommendations on hiring and placement and directs the training of new personnel; prepares daily and/or weekly and long-range schedules for personnel; responsible for the direction and scope of all work.
10. Approves time cards, overtime and vacation requests; formally evaluates the work performance of subordinates annually, or more frequently as needed; recommends salary adjustments to the Operations Manager.
11. Conducts staff meetings and initiates training sessions.
12. Knowledge of equipment, tools, materials and methods in water systems installation and repair.
13. Knowledge of the principles of water purification and requirements.
14. Knowledge of pump control valves, pumping machinery and purification equipment.
15. Knowledge of the latest methods and materials available to the waterworks industry.
16. Knowledge of stock/inventory control and methods.
17. Knowledge of Principles of relative human resource management procedures, practices and laws.
18. Assists the General Manager with long range planning of District Maintenance department functions.
19. Prepares and makes recommendations for the budget of departmental expenditure requirements, including personnel, equipment, and projects.
20. Provides facility and fleet management for the District.
21. Performs "on call" duties during off-hours of operation as needed.
22. Maintain a high level of confidentiality with discretionary knowledge.
23. May work overtime as required without additional compensation
24. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

#### **MINIMUM TRAINING AND EXPERIENCE:**

- Specialized education in supervision, management, and water distribution.
- Seven to ten years of progressive water system maintenance, construction, repair and operations, experience and supervision
- Education equivalent to a Bachelor's degree from an accredited college or university with major course work in construction management.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

#### **SPECIAL CERTIFICATES:**

- California Distribution Operator Grade III
- California Water Treatment Plant Operator II
- Valid California Driver's License Class B.

**PHYSICAL REQUIREMENTS:**

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.
- Travel regularly by vehicle for District related duties and activities
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, fingering/feeling, climbing/balancing and lifting/carrying
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Differentiate between and perceive color, sound, smell, taste, and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.
- Ability to hear low tones or directions over loud noises.

**ENVIRONMENTAL ADAPTABILITY:**

- Work both indoors and outdoors, during all types of weather.

*Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.*

I have received, read and understand the above job description.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager: Tom R. Gray \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_