



Fair Oaks Water District Job Description

Operations Supervisor

DEPARTMENT: Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Superintendent
DIRECTLY SUPERVISES: DSO I, DSO II
JOB DESCRIPTION DATE: September 1, 2016
ANNUAL SALARY RANGE: \$65,000 - \$85,000
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

General Statement of Job:

Under general direction of the Operations Superintendent, this position supervises the operations and maintenance functions of the District; leads the installation of water mains, meters and related water distribution facilities; leads the maintenance of District facilities and equipment; drives and operates vehicles and equipment.

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. Supervises, instructs and reviews the work of staff involved in distribution system installation, operation, and maintenance; organizes daily workload; assigns duties; monitors project safety; advises Operations Superintendent of job progress on a daily basis.
2. Assists in the planning of distribution system installation, operation, and maintenance; coordinates operations and maintenance activities with other District functions.
3. Performs routine and specialized work in the installation, operation, maintenance and repair on water facilities; supervises leak investigation and repairs on water facilities; responds to customer complaints.
4. Supervises and directs emergency repair work and shut-downs.
5. Locates and marks water services, valves and mains as required by Underground Service Alert; marks areas for proposed excavation projects.
6. Performs inspections on installed water distribution facilities and appurtenances; performs and/or documents testing of pipeline and participates in water sampling testing.
7. Assists in District project planning and contract administration; may attend pre-construction meetings; meets with contractors and members of the public.
8. Plans, leads, and may perform traffic control activities.

9. Provides supervision and training of assigned staff; monitors staff certifications, mandated training and safety programs; ensures proper utilization of equipment in accordance with all safety requirements and equipment specifications.
10. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
11. May assist in the review of time reports in accordance with District policies and procedures.
12. May provide input on employee performance evaluations for submittal to the Operations Manager.
13. Maintains a variety of files and records in accordance with District policies and procedures and to effectively supervise the operations and maintenance of the District.
14. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies.
15. Drives a truck, forklift or other light equipment; may operate a dump truck or heavy equipment.
16. May operate a vehicle in excess of 26,001 Gross Vehicle Weight Rating (GVWR) requiring a California Commercial Class 'A' driver's license in adherence of the Department of Transportation (DOT) regulations.
17. Checks assigned vehicle on a daily basis to ensure safe and dependable operation; may perform minor repairs to vehicles and equipment.
18. Performs "on call" duties during off-hours of operation.
19. May work overtime with additional compensation.
20. Adheres to all policies, procedures and standards of FOWD and pertinent Federal, State, and local laws relating to position functions.

Other Duties

1. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
2. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
3. Stocks vehicle to ensure materials are on hand for each job; maintains a truck tool inventory.

Job Standards/Specifications

Knowledge of:

- Knowledge of construction safety laws, rules and regulations.
- Knowledge of basic principles used in the design of water systems.
- Knowledge of water quality regulations and requirements.
- Knowledge of cross-connection control regulations and how they apply to the waterworks industry.
- Knowledge of landscaping and irrigation planning, design, installation and troubleshooting.
- Knowledge of DOT regulations for performing safety sensitive functions.
- Working knowledge of Microsoft Office software applications.

Ability to:

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to interpret designs, plans, and understand construction specifications.

- Ability to supervise, train and evaluate staff.
- Ability to plan, direct, and supervise the installation, maintenance, and repair of water service and distribution systems.

Typical Physical Activities

- Travel regularly by vehicle for District related duties and activities.
- Manual labor requiring use of manual and power tools.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- 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.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in hard manual labor in temperatures between 80 or more degrees.
- Wetness: May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.

Desired Qualifications:

- Minimum of four years' experience in general pipeline and related construction.
- Minimum of two years' experience working as a California Distribution Operator Grade II or higher.
- California Certified Cross Connection Control Specialist.
- California Certified Backflow Prevention Assembly Tester.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications:

- California Certified Water Distribution Operator Grade III.
- California Certified Water Treatment Operator Grade II.
- Graduation from high school or equivalent.
- Valid California Driver's License Commercial Class A.

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, and 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:

Operations Manager: Michael Nisenboym

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date: