CITY OF FOLSOM
UTILITY MAINTENANCE SUPERVISOR

DEFINITION
Under general direction, plan, organize, direct, and supervise the work of crews involved in the construction and maintenance of pipelines and water/wastewater services, and the repair of water distribution and sewer collection systems, and installation of water/wastewater utility projects and operations.

DISTINGUISHING CHARACTERISTICS
The Utility Maintenance Supervisor is the supervisory level class in the Water Utility Worker class series. The Utility Maintenance Supervisor class is distinguished from the Senior Water Utility Worker by the overall responsibility, supervision exercised, autonomy, and discretion in planning and completing a wide variety of operation activities. Incumbents routinely plan, schedule, assign, and monitor projects and tasks through the lead-worker. This position differs from the Utilities Manager by the level of responsibility and accountability for program, project, and work completion as well as the overall day-to-day administration and interpretation of personnel policies and procedures.

EXAMPLES OF ESSENTIAL DUTIES
The following are duties performed by employees in this class. Duties listed are not meant to be all-inclusive. Other duties may be required as assigned.

- Plan, direct, and assign work, supervise, train, discipline, and evaluate performance of staff.
- Assist in the design, planning, scheduling, and construction management of water/wastewater utility projects.
- Prepare, administer, and monitor the division's operating budget.
- Ensure compliance of maintenance tasks with appropriate laws, rules, and regulations.
- Confer with management personnel to establish division goals.
- Coordinate work activities with procurement, maintenance, and quality control activities to obtain optimum production and utilization of resources and equipment.
- Prepare and submit various regulatory reports relevant agencies.
- Review and analyze work and operational reports.
- Coordinate emergency and special assignments with other city departments, divisions, and outside agencies.
- Develop and implement operating methods and procedures designed to eliminate operating problems.
- Prepare and maintain records and reports of operations and maintenance activities.
- Respond to citizen inquiries and complaints regarding field maintenance operations.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:
- Principles and practices of supervision, training, discipline, and performance evaluation.
- Federal, state, and local laws, codes, regulations, policies, and procedures pertaining to safety, water supply, and distribution operations.
- Materials, methods, equipment, and tools used in water system maintenance, water utility construction, water service repair, and installation.
- Operations, maintenance, and scheduling of water pipeline distribution systems.
- Principles of utility management, including estimating time, cost, and equipment necessary to perform work assignments.
- Principles of project and contract management.
- Principles and practices of occupational hazards and safety management.
- Confined space entry practice.

Ability to:

- Supervise, train, discipline, and evaluate subordinates.
- Use sound and independent judgment in carrying out assignments.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Effectively prepare and present information and reports to boards, commissions, and community groups.
- Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the work unit.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Read and interpret a variety of technical instructions in mathematical or diagram form.
- Operate computers and supporting word processing, spreadsheet and databases.
- Prepare clear and concise technical reports and cost estimates.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively communicate verbally and in writing.
- Enter confined spaces.

Minimum Qualifications:

Education:
Equivalent to the completion of the twelfth grade.

Experience:
Six years of full-time increasing responsible experience in the construction, operation and maintenance work of a water production or distribution system including two years of lead-worker or supervisory responsibility while holding a Water Distribution Operator D3 certificate or higher.

AND

License, Certificate, Registration Requirements:

- At minimum, possession of a valid Water Distribution Operator D4 certificate issued by the California Department of Public Health.
- Possession of or ability to obtain and retain a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:
Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movements in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight up to 50 lbs; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.
Vision: See in the normal visual range with or without correction.
Hearing: Hear in the normal audio range with or without correction.

Working Environment:
Work is performed in an outdoor field environment in inclement weather conditions; exposure to noise, unpleasant odors, chemicals, and other environmental substances; work in or around water; travel to and from various job sites; exposure to hazardous traffic conditions.

Other Requirements:
Must be willing to work weekends and holidays. May be required to respond to emergency and public calls after hours including evenings and weekends.

Retitled: 4-1-08
Barg Unit: FMMG
Probation: 12 months