



MARIN MUNICIPAL WATER DISTRICT

Field Supervisor

DEFINITION

Under general direction, plans, supervises and coordinates work crews engaged in pipeline construction and repair, service installation, making valve changes and related water system maintenance activities; provides direction to and supervises Utility Worker III's; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is a first line supervisor, reporting directly to the Assistant Facilities and Maintenance Superintendent. This position is characterized by the requirement to provide direct field supervision and direction to the pipeline repair/construction and maintenance crews assigned to a specific geographic region of the District. Normal daily activities require the use of independent judgement within broad guidelines. Incumbents must possess strong oral and written communication skills.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Plans, assigns, supervises and evaluates the work of individuals and crews engaged in a variety of construction, installation, repair and/or maintenance activities; including work on pipeline and water service facilities.
- Directs District emergency response units during times of emergency conditions.
- Works closely with the Assistant Facilities and Maintenance Superintendent and other supervisors to review and prioritize proposed pipeline installations, reviews estimates of labor, equipment and material requirements.
- Plans and directs the valve flushing, value exercising and leak detection programs within the geographic area of assignment.
- Plans and coordinates work with other supervisors, establishes job priorities, and assigns personnel to other supervisors.
- Suggests improved work methods and equipment.
- Maintains liaison with other divisions and departments regarding proposed construction.
- Prepares reports and correspondence.
- Plans and administers preventive maintenance programs.
- Coordinates work with other agencies.
- Trains and evaluates the work of subordinates.
- Responds to and investigates consumer complaints.
- Responds to and investigates a variety of water service problems in emergency situations and take appropriate action.
- Assists in and monitors section budget.
- Supervises and coordinates the leak detection and valve exercising program in the geographical area of assignment.
- Ensures that safe working conditions are maintained.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Operation of water distribution and transmission systems and related preventive maintenance procedures.
- Methods, techniques, materials, tools and equipment used in water system construction, operation and maintenance.
- Computer applications used in maintenance work order systems as well as general office environment (Microsoft Word, Excel).
- Principles and practices of budget preparation and analysis.
- Principles and practices of supervision, training, and personnel administration.
- Applicable safety programs, and CAL/OSHA regulations and procedures.
- Proper spelling, grammar, punctuation and writing practices.

Ability to:

- Plan, coordinate, schedule and supervise the work of staff and subordinate supervisors.
- Communicate orally and in writing in a clear, concise and effective manner.
- Read, interpret, and work from maps, plans, and specifications.
- Maintain accurate work progress and cost records.
- Analyze work problems and develop effective solutions.
- Train and evaluate personnel.
- Prepare clear and concise records, reports, and correspondence.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Provide assistance in the development of the District's maintenance plan.
- To operate PC in a Window's based environment to prepare reports, utilize the work order system and spreadsheets.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent and five years of increasingly responsible experience in water system operation, repair and maintenance which included some experience supervising, planning, and coordinating the work of others.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."
- Work on an "on call" basis for emergency situations.

LICENSES AND/OR CERTIFICATIONS

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;

- obtain Grade III Distribution Operator's Certification issued by the California Department of Health Services within three years of appointment date.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds and occasionally lift 50 to 75 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. Employees who drive on District business to carry out job-related duties must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

ADDITIONAL PHYSICAL DEMANDS

- A self-contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: May 2001
Revised: October 2008
Approved by: Human Resources Manager