



MARIN MUNICIPAL WATER DISTRICT

Control Systems/Corrosion Control Supervisor

DEFINITION

Under direction, supervises and participates a multi-craft unit engaged in the design, maintenance and repair of control systems and corrosion equipment facilities; the incumbent in this classification participates in the more complex work assignments and does related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is a first line supervisor, reporting to the Superintendent of Operations. This position is characterized by the ability to efficiently coordinate an ongoing maintenance workload of a multi-craft work unit. An incumbent must also have the flexibility to rapidly change priorities so he/she can analyze and correct emergency situations. Normal daily activities require the use of independent judgment within established guidelines. Incumbents must possess strong organizational and oral and written communication skills.

EXAMPLES OF DUTIES

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

- Plans, assigns, supervises and participates in the work of a multi-craft work unit responsible for the repair and maintenance of control system and corrosion control equipment and facilities;
- maintains, monitors and evaluates corrosion control and control systems;
- reviews performance and recommends protective coating systems for use on District facilities;
- maintains liaison with other divisions and departments regarding modification to corrosion control and control system facilities;
- coordinates work with contractors, public agencies, and other District staff;
- participates in the preparation of specifications and analysis of bids for construction projects, purchase of material and/or equipment;
- maintains records and prepares reports on the need to protect and replace facilities;
- inspects proposed facility installations, estimates labor, equipment and material requirements;
- suggests improved work methods and equipment;
- plans, prepares, and monitors section budgets;
- participates in the employee selection process, trains and evaluates the work of subordinates prepares employee performance evaluations, and makes recommendations as to employee discipline;
- plans and administers preventive maintenance programs;
- prepares clear and concise records and reports;
- ensures employee compliance with applicable safety rules and regulations;
- plans and coordinates the work of control systems and corrosion staff with other supervisors;
- keeps abreast of changes in technology; and
- may perform the duties of the Assistant Superintendent of Operations in the absence of the Assistant Superintendent of Operations.

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 operation and maintenance, with emphasis on corrosion control and/or control systems;
- applicable safety programs, NEC, and Cal/OSHA regulations and procedures;
- proper spelling, grammar, punctuation and writing practices;
- fundamentals of corrosion control, including electrical measurements, alternating and direct current circuits;
- protective coating systems application and inspection techniques;
- construction methods and material for the proper operation of water facilities;
- principles and practices of personnel supervision and training.

Ability to:

- Communicate orally and in writing in a clear and effective manner;
- safely and efficiently use a variety of equipment and procedures to evaluate the condition and preservation of District facilities;
- inspect protective coatings in confined spaces and high places;
- read, interpret, and work from maps, plans and diagrams, and specifications to determine material lists, work and inspection requirements;
- supervise, train and evaluate the work of others;
- interpret and apply appropriate corrosion control procedures;
- maintain effective working relationships with those contacted in the course of work;
- use SCADA System data to analyze equipment problems and water anomalies;
- prepare clear and concise records, reports and correspondence;
- safely and efficiently use a variety of equipment and procedures to maintain and evaluate the condition of and preservation of District facilities;
- understand and learn from technical documentation associated with District corrosion control or control system equipment;
- operate in a Windows-based environment to perform various tasks, such as database applications, word processing, the work order system, and spreadsheets;
- travel to alternative work locations and off-site meetings; and
- drive a vehicle.

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 equivalent and five years of increasingly responsible experience performing maintenance and repair on control system and/or corrosion system equipment with some experience in supervising and/or directing the work of others in the control system and/or corrosion fields.

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 and carry a District provided pager and cell phone during non-business hours;
- work overtime as required;
- field experience and familiarity with terms, practices, and procedures common to the water industry preferred.

LICENSES AND/OR CERTIFICATIONS

- Possession of a California Department of Health Services Grade 1 Distribution Operator Certification at the time of appointment and pass the DOHS Grade 3 examination and obtain DOHS Grade 3 Certification within three years of the date of appointment;
- possession of or the ability to obtain; National Association of Corrosion Engineers (NACE) Coating Inspector Certification – Coating Inspection Technician or higher, or SSPC Coating Specialist Certification within two years of the date of appointment;
- possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record as determined by the District.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to 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. 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 to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in 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

- Willingness to work in confined spaces;
- 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: November 2003
Revised: October 2008
Approved by: Human Resources Manager