



MARIN MUNICIPAL WATER DISTRICT

Supervisor of Facilities Maintenance and Special Projects

DEFINITION

Under general direction, plans, supervises, and coordinates the work of several crews engaged in pipeline construction and repair, service installation, facilities maintenance, warehouse and auto shop activities; does related work as required.

DISTINGUISHING CHARACTERISTICS

This classification combines supervision and coordination of a variety of skilled workers involved in various tasks related to the construction, repair and maintenance of District facilities, crews engaged in pipeline maintenance and repair, and operation of the warehouse and auto shop, with individual responsibility for handling the more difficult and complex work assignments. Incumbents are expected to handle the planning and scheduling of normal workload, and prepare written performance evaluations and prepare and monitor budgets for the work unit.

EXAMPLES OF DUTIES

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

- Plans, assigns, supervises and checks the work of various crews engaged in a variety of activities that include pipeline construction and repair, service installation, facilities maintenance, warehouse and auto shop activities;
- inspects proposed pipeline installations, estimates labor, equipment and material requirements;
- requisitions needed materials and equipment for jobs;
- plans and coordinates work with other supervisors, establishes job priorities, and assigns personnel to other supervisors and serves as standby supervisor as necessary;
- suggests improved work methods and equipment;
- maintains accurate work records; and prepares time sheets, records, and correspondence;
- maintains liaison with various departments regarding proposed construction;
- coordinates work with other agencies;
- responds to and investigates consumer complaints;
- responds to and investigates a variety of water service problems in emergency situations and takes appropriate action;
- supervises the cleaning of tanks and flushing of mains when necessary;
- trains and evaluates the work of subordinates;
- prepares and monitors section budget;
- ensures employee compliance with applicable safety rules and regulations; and
- develops service and material contracts.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Methods, materials and tools used in plumbing, pipeline, and water service installation repair and maintenance;
- the principles and practices of facilities maintenance and construction including erosion control, landscaping, irrigation, and general construction practices such as roofing, painting, retaining wall construction;
- operating principles and practices of warehouse and auto shop activities;
- operating principles of water system facilities and their interaction;
- principles and practices of scheduling and coordinating the work of subordinates as well as projects;
- principles and practices of supervision and training procedures;
- applicable safety policy and regulations;
- proper spelling, grammar, punctuation, and writing practices;
- basic computer skills that include word processing and spreadsheet applications

Ability to:

- Plan, coordinate and direct the work of subordinates;
- estimate labor, material and equipment needs;
- read and interpret maps, plans, and specifications;
- prepare and monitor department budgets;
- analyze operational problems and develop effective solutions;
- identify hazardous situations and/or unsafe conditions;
- interact effectively with those contacted in the course of work;
- prepare and maintain accurate, clear, and concise records, reports and correspondence;
- develop and manage contracts for services and materials; and
- establish and maintain effective working relationships with employees, contractors, and the general public and others.

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 responsible and broad experience in the installation, repair, and maintenance of water system facilities, at least two of which must be directing 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 a “D1” Distribution Operators Certificate issued by the California State Water Resources Control Board at the time of appointment;
- possession of a “D2” Distribution Operators Certificate issued by the California State Water Resources Control Board within twelve (12) months of appointment to the position;
- possession of an appropriate California driver’s license issued by the State Department of Motor Vehicles, and satisfactory driving record.

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 occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 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.

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.

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: August 2013
Approved by: Human Resources Manager