

San Benito County Water District

Classification Unit:	Field and Office
Salary Range:	74
Last Revision:	June 26, 2019

Operations and Maintenance Supervisor

These specifications are intended to present a descriptive list of the range of duties performed by employees in this position. Specifications are not intended to reflect all duties performed within the job.

Under general and administrative supervision, assists in the planning, organizing and direction of the District operations and maintenance functions and programs; performs work in support of the operations and maintenance of water distribution systems, reservoirs, river systems and the general plant; ensures that all federal, state and local regulatory requirements are met; ensures departmental safety training and reporting is current and policies and procedures are compliant; provides assistance to District management staff in areas of expertise; performs related work as required. This is an emergency response position and requires participation in the District's on-call supervisor rotation. This position is an FSLA non-exempt.

SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Operations and Maintenance Manager. Direct supervision is provided to field operations and maintenance support staff.

CLASS CHARACTERISTICS

This position oversees day-to-day operations and maintenance and participates in all District activities required to ensure that District systems and facilities are operated and maintained in a safe and effective working condition. Responsibilities include supervising the performance of work in all operations and maintenance areas, depending upon the immediate needs of the District. This may include San Felipe water distribution systems, reservoir(s), recycled water distribution systems, groundwater management systems, river and canal systems, general plant, rural water systems and all other District facilities. The work involves preventive and corrective maintenance program implementation consistent with sound asset management practices and ensuring that the District meets all regulatory agency requirements, including safety compliance. This class is distinguished from Operations and Maintenance Manager in that the latter is a management class with responsibility for the oversight of all facilities maintenance through subordinate levels of supervision. This position performs the duties of the O&M Manager in his/her absence.

ESSENTIAL FUNCTIONS

Provides direct supervision, training, and work evaluation to department staff and interpretation of District policies.

Plans, organizes, directs, coordinates and oversees both routine and non-routine implementation of Operations and Maintenance field duties.

Provides direction to field personnel for organization and maintenance of District shop and yard.

Performs operations and maintenance tasks in the repair, installation, and/or start-up of District-owned or operated facilities by coordinating with District O&M personnel, engineering consultants, and/or contractors who are under contract with the District.

San Benito County Water District

Develops, updates and maintains the District Asset Management system.

Assists in evaluating and solving complex system problems including water distribution, pump station, reservoir and SCADA system problems.

Provides assistance to engineering department with operational input for engineering design.

Oversees the routine inspection and maintenance of water distribution and recycled water distribution systems.

Reviews acquisition requirements and develops recommendations regarding the purchasing, servicing, testing, inspection and repair of District equipment and vehicles.

Assists Operations and Maintenance Manager in development of the budget for the O&M department.

Inspects work in progress to ensure proper utilization of staff and equipment.

Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.

Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

May perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations of water resources, water and recycled water facilities and utility operations;
- Use of SCADA software for troubleshooting and monitoring;
- Principles and procedures of project management including planning, scheduling, budget and control;
- Safety procedures pertaining to operations, including the techniques for handling and storing hazardous chemicals and agents. Must also be familiar with employee right to know regulations, materials safety data management and OSHA rules and procedures related to confined space entry, fall protection, traffic control and trench safety;
- Principles and practices of preventative and predictive maintenance with emphasis on water supply, and distribution;
- Experience with modern office procedures, methods, and equipment including computers, SCADA system computers, radios and PLCs, GIS databases and CMMS databases and their respective software;
- Knowledge and understanding of pertinent federal, state, and local codes, laws and regulations;

San Benito County Water District

- Operation and maintenance of recycled water, water distribution, facilities and equipment;
- Principles, practices and equipment required to maintain and repair water and recycled water distribution, including underground water mains;
- Safety equipment related to the handling and storage of hazardous chemicals;
- Safe work practices as related to underground construction and repair;
- Principles and practices of supervision and staff development and training,

Ability to:

- Develop and control project budgets
- Operate, maintain, troubleshoot and repair water distribution facilities and equipment, reservoir, canals, recycled water distribution systems and related facilities;
- Train, motivate, supervise and evaluate the work of staff;
- Troubleshoot water/ and recycled water system problems including, but not limited to hydraulics;
- Write reports and correspondence, and interpret policy;
- Perform mathematical calculations;
- Read maps, blueprints, manuals, and specifications;
- Meet critical deadlines, comply with record generation and submission requirements;
- Use tact, initiative, and independent judgment;
- Respond to public requests in a courteous and timely manner.

Education/Experience:

Any combination of experience, education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Equivalent to graduation from high school and five years of skilled operations and maintenance experience in water and recycled water distribution and systems with at least two years of increasingly responsible supervisory experience.

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field related to the work that may include physical, chemical or biological science and a minimum of two years of experience in water technology to include water distribution and treatment management with some supervisory experience.

San Benito County Water District

Or

Bachelor of Arts or Science degree from an accredited college or university with specialized coursework in a technical field related to the work that may include physical, chemical, or biological science and at least one year of experience working in water technology and some supervisory experience.

Licenses and Certifications:

Must possess valid California class C driver's licenses and have a satisfactory driving record acceptable to the District's auto insurance provider.

Obtain and maintain defensive drivers training certification (training provided by the District).

Obtain and maintain CPR and First Aid training certification (training provided by the District).

The following certification is required for this position or can be obtained within 24 months from appointment date:

California Department of Public Health Water Distribution Operator Grade II

California Department of Public Health Water Treatment Operator Grade I

AWWA Cross Connection Control Specialist

AWWA Backflow Tester

WORKING CONDITIONS

Essential duties require the following physical skills and work environment:

Physical Demands: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pump/ lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 100 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio. Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb.

Environmental Conditions: The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment; Field environment; travel from site to site by vehicle; work in or with water; access and work in confined spaces and high areas; work in or around deep or fast moving waters; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, traffic; exposure to all weather conditions, dust, noise, traffic, vibration, confined work space, chemical, explosive materials, mechanical hazards, electrical hazards, heavy equipment.