

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Construction & Maintenance Crew Supervisor

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Construction & Maintenance Manager	FLSA STATUS: Non-Exempt
SALARY RANGE:	27	
<p>CLASS SUMMARY: Incumbents are responsible for supervising and participating in the maintenance, repair and installation of water, wastewater and recycled water systems. Duties include: supervising utility crews, planning and scheduling work, preparing cost estimates, conducting performance evaluations; providing training to crews; preparing various written reports on work performed and resources used; responding to and supervising after hours emergencies including water main breaks, water service leaks, recycled water pipeline breaks and wastewater main blockages and spills; inspecting work sites for quality assurance; and, ensuring materials needed are available to crews. Incumbents may participate in all activities as listed for Utility Worker and Construction Equipment Operator.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Construction & Maintenance Crew Supervisor is the third level of a four level utility maintenance series. The Construction & Maintenance Crew Supervisor is distinguished from the Utility Worker and Construction Equipment Operator by its supervisory responsibility. The Construction & Maintenance Crew Supervisor is distinguished from the Construction & Maintenance Manager which has a broader scope of responsibility and provides administrative oversight and represents the division to other department heads and to the Board of Directors.</p>		
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	
1.	Supervises staff to include: assigning and monitoring work, training or ensuring staff are trained, setting performance standards and conducting performance evaluations, recommending pay changes and discipline.	
2.	Supervises day to day operations which includes reading blueprints, working with the Superintendent on planning and scheduling work, inspecting work sites for quality assurance and ensuring materials needed are available to crews and preparing various written reports on work performed and resources used. Monitors on-site staffing requirements and adjusts accordingly.	
3.	Responds and communicates to inquiries from the general public, other departments and other agencies; coordinates construction activities. Provides all necessary permits, traffic control plans and mark-outs as required.	
4.	Responds to and supervises after hours emergencies including water main breaks, water service leaks, recycled water pipeline breaks and wastewater main blockages and spills.	
5.	Performs Utility Worker and Construction Equipment Operator activities as required.	
6.	Performs other duties of a similar nature or level.	

<p>Knowledge (position requirements at entry):</p> <ul style="list-style-type: none"> • Supervisory principles and practices; • Principles of operations and maintenance of water and sewer systems; • Parts and materials used in construction activities; • Construction standards and techniques; • Safety precautions.
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Skills (position requirements at entry):

- Monitoring and evaluating staff;
- Identifying and locating underground pipes and lines;
- Applying traffic control techniques;
- Performing construction and maintenance activities;
- Reading blueprints;
- Using hand and power tools;
- Operating heavy equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Cost estimating, planning and scheduling

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and five years experience working with underground utilities and monitoring work site safety; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry, depending upon area of assignment):

- Water Distribution Operator Grade D-3 certificate from the State of California, Dept. of Health Services; AND/OR
- Collection System Maintenance Grade II certificate from the California Water Environment Association;
- Collection System Maintenance Grade III certificate from the California Water Environment Association highly desired
- Valid California Class "A" Driver's License (within one year of hire).

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, oils, infectious materials, inadequate lighting, work space restrictions, and intense noises.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Classification History:

Date: 4/98; 1/02; 1/05; 2/08