

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Distribution Maintenance Supervisor

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Assistant Operations Manager	FLSA STATUS: Non-Exempt
SALARY RANGE:	27	
<p>CLASS SUMMARY: Incumbent is a working supervisor, fully performing the functions of the positions supervised and is responsible under the direction of the Assistant Operations Manager for supervising the maintenance of the potable and recycled water distribution system, and storage facilities in order to ensure customers receive adequate water volume, pressure and purity. In addition, incumbents are responsible for performing repairs and preventive maintenance on equipment and systems such as surge arresters, chlorinators, mechanical piping and valves. Duties include: supervising staff, set up and operation of preventative maintenance programs that include: operation of valves; monitoring and regulating valves, pumping facilities, chlorination and other facilities; operating automated and telemetry controls; overseeing troubleshooting and repairing pump equipment and related systems; performing operational tests on various valves; evaluating the condition of related and auxiliary equipment; inspecting work done by contractors; and, purchasing equipment and supplies; providing input for yearly budget considerations; validating unusual readings or conditions by contacting field staff and performing field investigations; monitoring sewage lift stations, sewage collection systems; performing preventive maintenance and minor repairs on equipment; preparing and maintaining required documents and paperwork; responding to after-hours system emergencies; and other duties as required.</p>		
<p>DISTINGUISHING CHARACTERISTICS: This is the second level in a three level distribution series. The Distribution Maintenance Supervisor is distinguished from the Systems Operator in that the Supervisor has supervisory responsibility over the valve maintenance operations. The Distribution Maintenance Supervisor is further distinguished from the Assistant Operations Manager in that the Assistant Operations Manager has full supervisory authority over the Distribution Maintenance Supervisor.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervises staff to include: assigning and monitoring work, evaluating performance, ensuring training, and recommending pay changes and discipline.
2.	Oversees and supervises staff with repairs and preventive maintenance on valves, equipment and related systems and appurtenances. Repairs and maintains valves, equipment, pressure reducing stations, monitors long term performance of valves and the potable and recycled water distribution system. Performs valve maintenance and operation/fire hydrant maintenance. Performs operational tests on valves and pump stations to determine the condition of equipment and, based on test data, makes recommendations.
3.	Tracks and supervises the valve exercise program and main flushing operations; fire hydrant maintenance and software tracking programs; maintenance and operation of the distribution system chloramination facilities.
4.	Responds to water main breaks in emergency situations; assesses, plans and conducts emergency shut downs of transmission and distribution pipelines.
5.	Performs maintenance on various valves in the distribution system by exercising the valves. Assesses valves that have been exercised to determine make, type, size and condition of valves. Makes recommendations for repair or replacement of valves based on the conditions. Sets up extensive traffic control for exercising valves.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
6.	Assists in monitoring water quality parameters of both potable and recycled water systems to include cycling of reservoirs, detention time, chlorine feed rates, chloramination stations, residuals, system flushing, and water sampling as required by the California Department of Public Health.
7	Inspects work done by contractors ensuring it is completed according to specifications. Advises contractors on the proper set-up and installation of equipment being installed.
8.	Monitors and operates sewage lift stations, their control systems and related software, to manipulate wet well levels and pump flows to reestablish normal operating parameters after a failure. Uses trending charts to help determine causes and find solutions to failures.
9.	Calibrates, operates, and maintains chlorine generating and injection equipment, ammonia injection pumps used for dosing water mains. Uses mathematical formulas to compute proper dosages for injections of chlorine and ammonia.
10.	Plans, coordinates, constructs/installs small and large pumps, valves, and appurtenances.
11.	Performs preventive maintenance and minor repairs on water distribution and wastewater collection equipment.
12.	Reviews drawings/plans received from engineering and recommends changes or additions to projects. Checks drawings to ensure that all aspects are covered.
13.	Purchases equipment and related materials and supplies. Maintains detailed maintenance records, using computer software such as Excel, Word, WordPerfect, etc.
14.	Negotiates with manufacturers to get warranty work/repairs done in a manner that best supports Padre Dam's needs and interests.
15.	Performs Systems Operator tasks as required.
16.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Semi-complex computer controlled water distribution systems;
- Hydraulics;
- Water quality issues;
- Applicable rules and regulations;
- Safety regulations;
- Valves and metering apparatus;
- Pumps and related systems;
- Automatic control valves and solenoids;
- Chlorine and chlorine safety.
- Basic supervisory skills and theories

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Skills (position requirements at entry):

- Monitoring water distribution and collection operations;
- Adjusting valves and flows;
- Monitoring equipment operation;
- Using precision measuring and hand and power tools;
- Reading and working from maps, blueprints, schematics, technical manuals, and rough sketches;
- Maintaining and troubleshooting problems distribution systems and various types of valves;
- Using computers and related software applications;
- 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.

Training and Experience (position requirements at entry):

- High School Diploma or General Equivalency Diploma (G.E.D.); and,
- Two years of related basic repair and maintenance experience; **OR**
- Three years experience in the operation and maintenance of water distribution and recycled water systems; **OR**,
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Supervisory experience is desirable
- AA degree in Water Technology or related field is desirable

Licensing Requirements (position requirements at entry):

- Valid California Driver's License;
- Water Distribution Operator Grade D-3 certificate from the State of California, Dept. of Public Health; a D-4 is desirable after one year of employment.
- Water Treatment Operator Grade T-2 certificate from the State of California, Dept. of Public Health is desirable.

Physical Requirements:

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, walking, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, infectious substances, oils, inadequate lighting, work space restrictions, intense noises and travel and must be able to wear a Self-Contained Breathing Apparatus (SCBA) and Level A suit.

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

Classification History:

Date: 7/04; 1/05; 2/08