

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Field Engineering Supervisor

DEPARTMENT: Engineering	ACCOUNTABLE TO: Engineering Manager	FLSA STATUS: Non-Exempt
SALARY RANGE:	29	
<p>CLASS SUMMARY: Incumbent is responsible for the supervision of all location, construction inspection and cathodic protection employees. Duties include: conducting and signing performance evaluations; acting as senior representative of Padre Dam on private development and Padre Dam contracted construction projects; inspecting and approving contract work; maintaining records of work performed; preparing daily progress reports; coordinating construction work between Padre Dam and contractors; reviewing plans/details, submittals, specifications, contract documents and soils reports; reviewing survey data; conferring with Padre Dam engineers and contractors; monitoring the disinfection/chlorination of facilities; inspecting recycled water irrigation systems; projection of workload and evaluation of staff resources to determine the need for outside consultants to help meet required service levels; and such other duties as may be assigned.</p>		
<p>DISTINGUISHING CHARACTERISTICS: This is the second level of a two level Construction Inspection classification. It is distinguished from the Construction Inspector in that that Supervisor has full supervisory authority.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervises staff to include: assisting with goal setting, assigning and monitoring work, training or ensuring staff are trained, setting performance standards, conducting performance evaluations, resolving conflicts, coaching staff, making hiring, discipline and termination recommendations and reviewing time sheets.
2.	Acts as senior representative of Padre Dam on private developer and Padre Dam contracted construction projects; assists in resolving problems related to construction projects.
3.	Inspects and approves private developer and Padre Dam contracted construction relating to earthwork, concrete, masonry, pipeline, steel fabrication, welding, manholes, outlet assemblies, valves, meters, structure pipeline, steel tanks, pump stations, lift stations, paving and landscaping.
4.	Assures that staff maintains records of the progress and details of construction work and maintains daily reports and project record drawings.
5.	Performs construction management activities to include: preparing daily progress reports, extra work and change order requests; writing related correspondence, authorizing progress payments, accepting work on behalf of Padre Dam, signing off on projects and responding to after-hour emergencies.
6.	Responds to and resolves customer inquiries and complaints.
7.	Reviews plans/details, submittals, specifications, contract documents and soils reports.
8.	Confers with Padre Dam engineers and contractors regarding work or materials that deviate from plans and specifications and ensures that approved corrective measures are applied.
9.	Reviews survey data and procedures to see that line, grade and locations have been properly established and that they are adhered to during construction
10.	Monitors the disinfection/chlorination of facilities and takes samples.
11.	Sets and demonstrates inspection and location standards.
12.	Performs locator duties to include locating facilities and setting up and operating measuring

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Field Engineering Supervisor

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
	devices.
13.	Coordinates and prioritizes the work of the cathodic protection staff to meet the needs of Operations and Engineering.
14.	Maintains databases to track construction documents and monitor the approval process.
15.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Supervisory theories and principles;
- Construction materials, techniques and practices;
- Material testing procedures;
- Mathematics;
- Safety procedures and regulations;
- Facility location techniques;
- Applicable laws and regulations;
- Public works Standards of Construction

Skills (position requirements at entry):

- Monitoring and evaluating staff;
- Inspecting construction projects;
- Reviewing survey data;
- Reading and interpreting blueprints;
- Setting and establishing standards;
- Locating Padre Dam facilities;
- Testing materials;
- Using computers and related software applications;
- Using diplomacy, tact and firmness in dealing with the public;
- Establishing and maintaining effective relationships with those contacted in the course of work;
- Adhering to established procedural and safety requirements of the job as a constant job behavior and to use good judgment in responding quickly and reasonably to unanticipated personal safety problems;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry, depending on area of assignment):

- Completion of coursework beyond high school related to mathematics, mapping, plan checking, and/or construction and five years experience performing construction inspection activities, preferably with underground facilities, including one year of supervisory experience; OR
- An equivalent combination of education and experience sufficient to perform the essential duties of the job.

Licensing Requirements (position requirements at entry):

- Valid California driver's license;
- Competent Person Certification as issued by the State of California;;
- Water Distribution Operator Grade D-3 certificate from the State of California, Dept. of Health Services within three test cycles of date of hire;

Physical Requirements (depending on area of assignment):

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching,

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Field Engineering Supervisor

standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, odors, dusts and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Date: 9/06