

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Distribution Maintenance Supervisor

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Director of Operations	FLSA STATUS: Non-Exempt
SALARY RANGE:	27	

CLASS SUMMARY: Incumbent is a working supervisor, fully performing the functions of the positions supervised and is accountable under the direction of the Director of Operations. Typical responsibilities can include any of the following depending on the workgroup being supervised; Coordinates, plans, and schedules staff in the operation and maintenance of the potable and recycled water distribution systems, waste water collection system, distribution and water conveyance related appurtenances, equipment, and systems including; storage reservoirs, pump stations, pressure reducing sites, lift stations, and chlorination systems. Incumbent is responsible for troubleshooting system issues, performing repairs and preventive maintenance on equipment and systems such as; pumps, motors, surge arresters, chlorinators, actuators, regulators, mechanical piping and valves. Duties also include; supervising staff, preparing and assisting in reports, ensuring proper system flows, pressures and water quality, inspecting work done by contractors, purchasing equipment and supplies, providing input for yearly budget considerations, validating unusual readings or conditions, performing field investigations, overseeing the control and operation of the SCADA system, preparing and maintaining required documents and paperwork, ensuring work group is meeting all applicable laws, regulations and policies, responding to after-hours system emergencies, and other duties as required.

DISTINGUISHING CHARACTERISTICS: The Distribution Maintenance Supervisor is distinguished from the Systems Operator in that the Supervisor classification has supervisory responsibilities. The Distribution Maintenance Supervisor is further distinguished from the Director of Operations in that the Director of Operations has full supervisory authority over the Distribution Maintenance Supervisor.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervises staff to include; assigns and monitors work, evaluates performance, provides mentoring and coaching, ensure staff receives proper training, conducts performance evaluations, reviews time entry, makes recommendations regarding hiring, discipline and setting personal performance goals.
2.	Oversees and supervises staff in the operation, repair and preventive maintenance of valves, pumps, motors, chlorinators, surge arrestors, actuators, fire hydrants, air / vacuum release valves, blow offs, and distribution related appurtenances. Determines condition, monitors and tracks performance of valves and equipment, and makes recommendations for repair or replacement as needed.
3.	Tracks and supervises the valve exercise program, main flushing operations, fire hydrant maintenance tracking programs, and equipment preventative maintenance programs.
4.	Responds to water main breaks in emergency situations, assesses, plans and conducts emergency shut downs of transmission and distribution pipelines. Provides guidance to staff on distribution system shut down practices and procedures.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
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 their condition. Sets up proper traffic control as needed to safely complete tasks.
6.	Assists in monitoring water quality parameters of both potable and recycled water distribution systems to include; cycling of reservoirs, evaluating storage detention times, adjusting chlorine feed rates to optimize system, maintaining proper system residuals, determining system flushing locations and frequency, and assisting in water sampling as required.
7	Meets with vendors and contractors to define work scope. 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.	Oversees the operation of District sewage lift stations utilizing control systems and related software. Establishes maintenance programs and operational set points using trending charts to help determine wet well levels and pump flows.
9.	Calibrates, operates, and maintains chlorine generating and injection equipment. Provides guidance on tank dosing to maintain and improve distribution system water quality. Uses mathematical formulas to compute proper dosage rates.
10.	Plans, coordinates, and schedules maintenance activities regarding service to valves, pumps, motors, and all related equipment and appurtenances in the water distribution and wastewater collection systems. Maintains detailed maintenance records.
11.	Completes timely review of drawings, plans and specifications and provides input and recommended changes to documents and projects.
12.	Purchases equipment, related materials and supplies per District policy. Utilizes effective cost management techniques in purchasing and procurement.
13.	Negotiates with manufacturers and vendors to get warranty work/repairs done in a manner that best supports Padre Dam's needs and interests.
14.	Performs Systems Operator tasks as required.
15.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Semi-complex computer controlled water distribution systems;
- Waste water collection systems
- Hydraulics;
- Water quality parameters;
- Applicable policies, rules and regulations;
- Proper safety practices;

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<ul style="list-style-type: none">• Valves and metering apparatus;• Pumps, motors and related systems;• Automatic control valves and solenoids;• Chlorine injection and dosing equipment.• Basic supervisory skills, theories and practices
<p>Skills (position requirements at entry):</p> <ul style="list-style-type: none">• Monitoring water distribution and waste water collection operations;• Adjusting valves, flows, intakes, levels and pressures as necessary;• Operation of SCADA and related monitoring equipment;• Proper use of related tools and equipment;• Reading and working from maps, specifications, schematics, and technical manuals;• Troubleshooting problems and providing a course of action to correct;• Using computers and related software applications;• Effective communication and interpersonal skills as applied to interaction with coworkers, supervisor, vendors, the general public, etc.
<p>Training and Experience (position requirements at entry):</p> <ul style="list-style-type: none">• 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, waste water collections 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
<p>Licensing Requirements (position requirements at entry):</p> <ul style="list-style-type: none">• Valid California Driver's License;• Water Distribution Operator (WDO) Grade D-3 certificate from the State of California; a WDO Grade D-4 will be required within two years of working in the position; a WDO Grade D-5 is desirable.• Water Treatment Operator (WTO) Grade T-1 certificate from the State of California; a WTO Grade T-2 is desirable.• Mechanical Technologist Grade 1 from CWEA is desirable.
<p>Safety Priorities: Knowledge of General Office and field safety. Proper reporting of safety violations, accidents and injuries, occupational hazards and standard safety practices, procedures and regulations. Completes required and assigned safety and training assignments in a timely manner, understands proper lifting techniques, ensures that staff is adequately trained in general office safety. Reads, understands and complies with District safety policies; attends staff safety meetings; reports all accidents, violations or infractions as required; ensures that departmental functions are carried out in a safe and efficient manner. Has the ability to work in a safe and efficient manner and ensure that all safety training is completed by staff.</p>

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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.

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; 04/15, 10/19