

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** DISTRIBUTION MAINTENANCE REPAIR &
CONSTRUCTION SUPERVISOR
2. **Employment Classification:** Non-Exempt
3. **Department:** Distribution Maintenance Repair & Construction
4. **Reports To:** Operations Manager
5. **Fundamental Objective:** Under the supervision of the Operations Manager, lead crews engaged in the performance of a variety of journeyman manual labor tasks related to the construction, maintenance, and operation of water distribution systems. Occasionally fill in for the Operations Manager.
6. **Level of Supervision Required:** Minimal. Direction is provided by Operations Manager, as required.
7. **Supervisory Responsibilities:** Provide direct supervision of various levels of Distribution Maintenance/Repair/ Construction field workers.
8. **Essential Job Duties and Responsibilities:** As the Supervisor is an active, working member of a crew, all essential job duties, responsibilities, and requirements for Distribution Maintenance/Repair/Construction workers are applicable to this Supervisor position, unless otherwise stated herein.

In addition, the Crew Leader's job duties and responsibilities include:

- A. Assign and supervise work of crews.
- B. Assist in planning, directing, prioritizing and accomplishment of work.
- C. Provides technical and functional direction to assigned maintenance staff; reviews and controls quality of work; completes employee evaluations; participates in performing the most complex installation, maintenance, and repair work.
- D. Monitor and control the cost of labor, material and operating expenses. Monitors the excavation, shoring, backfilling, and resurfacing of maintenance areas.
- E. Maintain daily lists of materials needed or on hand; report all materials used to warehouse administrator.

- F. Communicate with various city, county and state agencies to coordinate and accomplish the work assignment.
- G. Maintain various records including, but not limited to man-hours, time records, equipment, materials, assignments, projects, accident reports, safety meetings, etc.
- H. Train subordinates; provide training opportunities for potential supervisors.
- I. Ensure that all subordinates are working under safe conditions; promote and maintain employee safety; ensure compliance with all Federal, State, and District safety regulations.
- J. Assist in the administration and enforcement of all policies, including, but not limited to, Equal Employment Opportunity requirements, Employee Assistance Program, and employee performance appraisal programs, in a fair and consistent manner.
- K. Exhibit a positive work attitude; cultivate team spirit and promote loyalty.
- L. Perform other duties as assigned.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned to the Distribution Maintenance/Repair/Construction positions, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

Note: The Essential Function Job Description for the Distribution Maintenance/Repair/Construction Crews classifications is a part of the Essential Function Job Description of the Maintenance/Repair/Construction Supervisor, and is to be attached hereto.

9. **Skills and Abilities:**

A. **Knowledge of:**

1. Must have reading, mathematical, and written and oral language abilities in order to perform the essential functions of the job as outlined in Section Eight.
2. Must have the knowledge and understanding of a variety of standard construction-related materials including steel pipe, polyvinyl chloride and polyethylene pipe, asbestos cement pipe, mortar-lined steel pipe, ductile iron pipe, electrical wiring, cement/concrete, rebar, block, brick, asphalt,

blacktop, desert mix, slurry, insulation, grout, dry wall, siding, roofing, etc.

3. Must have the knowledge and understanding of water-system-related tools and equipment such as water meters, meter boxes, angle stops, risers, tapping tools, pressure testers, meter hooks, meter keys, valve keys, fire hydrant wrenches, leak detection equipment, pressure recorders, mechanical seals, pipe banding material, and all other tools and equipment commonly used in the building and public works activities of public water purveyors.
4. Must have the knowledge and understanding of a variety of vehicles, tools, and equipment including all types of trucks, trailers, backhoes, jackhammers, shovels, trenchers, rollers, cranes, forklifts, air compressors and air tools, boring machines, metal detectors, tampers, graders, sweepers, pumps, mixers, rakes wrenches, sockets, ratchets, pliers, drills, screwdrivers, screws, saws, hammers, nails, bolts, nuts chisels, prods, hooks, punches, clamps, vices, cutters, torches, racks, steel pipe, pipe cutters, wire, ax, bars, mattocks, rods, tapes, ladders, mixers, gauges, scrapers, sanders, grinders, threaders, couplings, fittings, cables, ropes, etc.
5. Must have knowledge and understanding of a variety of chemical-type materials including gasoline, oils, acids, ammonia, paints, thinners, sealers, cements, chlorine, soaps, cleaners, degreasers, lubricants, solvents, acids, pipe dope, glues, caulking, insecticides, herbicides, etc.

B. Ability to:

1. Operate and maintain power tools, but not limited to, compressors, jack hammers, trenchers, saw cutters, and any other assigned tools.
2. Operate and maintain heavy equipment, but not limited to, backhoes and tractors, any other assigned heavy equipment.
3. Use power tools such as air compressor, drill, saw, grinder, and air impact wrenches.
4. Safely operate and maintain assigned motor vehicle.
5. Use hand tools as needed.
6. Must be able to act responsibly, faithfully, and regularly observe all safety rules and utilize all health and safety equipment, procedures, and techniques required for all tasks, circumstances, locations, or weather

conditions including, but not limited to, hard hats, respirators, masks, barricades, cones, flags, shields, high-visibility and protective clothing, protective gloves and footwear, miscellaneous hearing and eye protection equipment.

7. Perform mathematical calculations to add, subtract, multiply and divide all units of measure.
8. Read and work from blueprints, diagrams, maps and rough sketches, and ability to follow written and oral instructions.
9. Keep written records and make written and informal oral reports.
10. Operate a telephone and two-way radio, knowledge and proper use of hand signals for equipment operation and material handling, and communicate with office personnel, co-workers, and the public.
11. Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
12. Maintain sound and cooperative working relationships with co-workers, crew leaders, and management to insure output of a good and efficient product of service.

10. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Seven to nine years of experience in the operation and mechanical equipment and utility construction.

Education: High School Graduate, or equivalent certification, required.

Certifications: Must possess State of California Water Distribution Grade D3 certification.

Licenses: Must possess State of California Class B Driver's License.

Must also successfully complete physical examination and drug screen, and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

11. Physical Demands/Requirements:

The physical requirements and the physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

DISTRIBUTION MAINTENANCE REPAIR & CONSTRUCTION SUPERVISOR
JOB DESCRIPTION APPROVAL

Department Manager Recommendation:

Signature: 

Date: 10 MAY 2016

General Manager Approval:

Signature: 

Date: 10 May 2016

Received and Recorded by Human Resources:

Signature: 

Date: 5/12/16