City of Watsonville
Job Description

JOB TITLE: Water Services Supervisor DATE APPROVED: February 14, 2017

DEPARTMENT: Public Works & Utilities SUPERSEDES: Field Services Supervisor

REPORTS TO: Receives limited supervision by Water Services Manager

SUPERVISION: Exercises direct supervision over work crews as assigned

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY:
Assists in the planning, organizing, directing, coordination, and supervision of the maintenance, operation, construction, repair, and development of City water distribution system streets, if necessary sewers mains and/or storm drains. Assist with the development and preparation of operational and capital improvement budgets.

DISTINGUISHING CHARACTERISTICS
This job class functions at the full supervisory working level and requires a thorough knowledge of street services methods, materials, and procedures for ensuring that water mains, hydrants, and service lines are properly installed and maintained.

EXAMPLES OF ESSENTIAL DUTIES:
Duties may include, but are not limited to, the following:

- Assumes the duties of the Water Services & Emergency Response Manager in his/her absence
- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and formally evaluates the work of water services personnel
- Prioritizes projects; determines and requisitions needed personnel, equipment, and materials for various projects
- Supervises the use of a variety of heavy equipment including backhoe, dump truck, and compaction equipment, loader, and truck crane
- Supervises the excavation, installation, and repair of main pipelines and fittings; new water mains, hydrants, and service lines; makes various system changes
- Reads job plans and organizes work schematics
- Maintains records of work hours, equipment, and materials used on jobs; prepares related reports and correspondence
- Trains employees in safe and proper work methods and practices
- Responds to emergency calls
- Assists in budget preparation
- Initiates and carries out improvement projects; prepares and administers contracts for minor projects
• Reviews street, water, and drainage plans
• Oversees proper maintenance of equipment and machinery
• Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
• Inspects facilities for proper completion of work assignments
• Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:
• Use of materials, tools, and equipment related to water system construction and maintenance
• Work scheduling systems
• Principles and techniques of supervision including staffing, employee development, and planning and organizing work
• Methods, materials, equipment, and techniques used in public works maintenance, repair, and construction, particularly as applied to streets, sewer systems, storm drains, and the installation and servicing of water distribution systems
• Laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair
• Designing, planning, and developing specifications for public works maintenance and construction projects
• Long range planning for public works facilities
• Principles of budget preparation and expenditure control
• Safe work practices

Ability to:
• Plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
• Direct and inspect the technical details of project completion
• Prepare estimates of time, material, and equipment needed to perform projects
• Assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
• Assist with the preparation of operating and capital improvement budgets and control of expenditures
• Research and prepare comprehensive and complete reports
• Effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed
• Establish and maintain effective work relationships with those contacted in the performance of required duties
• Work from plans and specifications
• Train, direct, and formally evaluate the work of others
• Maintain accurate schedules and records
• Make minor repairs and alterations in equipment
• Deal tactfully with the public and private construction representatives
PHYSICAL REQUIREMENTS:
Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- walk on uneven surfaces
- work outside in inclement weather
- climb up and down ladders and stairs
- grasp with right and left hands
- drive an automobile
- hear adequately to converse on the telephone, radio, cellular phone, and in person
- use a computer keyboard
- intermittently bend and twist to reach equipment surrounding desk, perform minor equipment repairs, and get in and out of a truck

TRAINING AND EXPERIENCE:
Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Must possess (8) years experience in water utilities construction and distribution system maintenance. Five (5) of those five years experience should be as equivalent to a Water Services Crew Leader with the City of Watsonville.

  For internal recruitments:
  - Five (5) of those eight (8) years experience should be as a Water Services Crew Leader receiving two consecutive highly-satisfactory or above ratings on the annual evaluation.

LICENSE & CERTIFICATION:

- a valid Class A California Driver’s license with the following endorsements: tankers, double-triples and airbrake, and a safe driving record
- possession of a Grade-IV State Water Resource Control Board Water Distribution Operator Certification

The licenses and certifications above must be maintained throughout employment in this job classification.