



City of Woodland

UTILITIES MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, and supervise the work of maintenance employees involved in utility related construction, maintenance and repair. To perform a variety of technical tasks relative to the division and to be responsible for the safety and training of subordinates.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by an Infrastructure Operations and Maintenance Manager/Superintendent. Responsibilities include direct and indirect supervision of assigned personnel

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize, and, supervise the work of Utilities Maintenance Workers in a branch of the Public Works Department. Assign work daily for multiple workers or crews; check on work programs throughout the day; maintain time sheets, cost reports, etc. Submit requests for materials, tools, equipment, and other supplies needed by the branch; prepare equipment specifications; assist in maintaining expenditure records for materials and service. Comply with, and insure implementation of Department Injury and Illness Prevention Program within assigned area of responsibility. Instruct subordinates in proper work techniques, use of equipment, and safety precautions and requirements. Assist with and perform a variety of personnel actions including selection, training, promotions, performance evaluations, disciplinary actions, and dismissals. Perform the most difficult and technically complex work of assigned branch. Provide general information to the public, other city departments, and vendors pertaining to area of assignment; investigate and respond to citizen inquiries and complaints regarding area of assignment. Work cooperatively with others, including other City departments and outside agencies as necessary. Assist in preparation and monitor budget execution; prepare cost estimates for work to be performed; submit justification for equipment. Operate telemetering and flow monitoring equipment. Drive vehicles and equipment as required. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist in the inspection of work of private contractors engaged in maintenance work for the City. Prepare and maintain a variety of records and reports on materials,

equipment, service calls and personnel. Evaluate operations and activities of assigned branch; recommend improvements and modifications. Respond to emergency situations after regular working hours. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials and procedures used in public works maintenance with specialized knowledge in water system, sewer system, and/or storm drainage. Purposes and uses of a variety of vehicles, hand tools, power tools and equipment. Safe work practices. Budgeting practices and principles of supervision, training, discipline, and performance evaluation. Modern office procedures, computer equipment and various software such as spreadsheets, word processing, and maintenance management programs. Methods of estimating time, materials and equipment needed to perform assigned work. Basic construction and repair methods, including carpentry, pipe fitting, painting and cement work. City codes, specifications, and standards for AWWA, California Department of Health requirements of water and sewer standards and regulations, CAL-OSHA and the Environmental Protection Agency regulations.

Skill to:

Direct semi-skilled and skilled maintenance, construction and repair work in the area of work assigned. Plan, assign, supervise, discipline and evaluate the work of subordinates. Evaluate branch operations and recommend improvements. Read and interpret blueprints and mechanical schematics. Communicate effectively, both orally and in writing. Interact effectively and courteously with the public. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Lead, organize and review the work of maintenance staff in the area of work assigned. Perform heavy manual labor. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply City and department policies, procedures, rules and regulation. Gather data and prepare reports as necessary on issues related to area of assignment. Develop and maintain accurate and concise reports.

Education and Experience:

Education:

High School Diploma or equivalent supplemented by course work from an accredited college/university or trade school in construction and maintenance or closely related field.

Experience:

Four years of experience at the advanced journey level in assigned area of responsibility or a closely related field, one of which was in a lead capacity.

License and Certificate:

Water Production/Distribution assignment – requires possession of a Grade IV Water Distribution Operator certificate issued by the California Department of Public Health and a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Cross Connection Control Specialist certificate and a Grade I Water Treatment certificate is desirable.

Wastewater Collections/Stormwater assignment – requires possession of a Grade I Water Distribution Operator certificate and a Grade III Wastewater Collections System Maintenance certificate issued by California Water Environment Association. Grade IV Wastewater Collection System Operator certificate is required within 24 months of hire. Grade I Water Treatment certificate is desirable.

Both assignments require possession of a valid California Class B Driver's License. Confined Space Certification, Competent Person Certification, and valid First Aid and CPR certifications are required prior to permanent appointment.

Council Action: December 6, 2011