

NEVADA IRRIGATION DISTRICT

WATER DISTRIBUTION SUPERVISOR

Range B25 – BOD 07/25/18

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and supervise staff responsible for treated and raw water distribution system operations and maintenance and the inspection and maintenance of distribution facilities; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Water Superintendent.

Exercises direct supervision over assigned Water Distribution Operators.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for water distribution system activities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in operating and maintaining water distribution systems including the patrolling and maintenance of District canals, reservoirs, conduit systems and pumping stations.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Receive, investigate and respond to the more difficult and complex customer service issues related to raw and treated water service; discuss estimated water requirements, services and needs of the customer.

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Essential Functions: *(Continued)*

7. Coordinate with maintenance staff on outages for installation and cleaning activities; identify resource needs; review needs with appropriate management staff and allocate needs accordingly.
8. Relieve Water Distribution Operators when needed.
9. Respond to and determine appropriate course of action for emergency calls.
10. Perform the more complex duties related to monitoring, operation, maintaining, and troubleshooting water distribution facilities, pumping stations, and related equipment.
11. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operational activities related to operating and maintaining water distribution facilities.
Equipment, tools and materials used in the maintenance of water distribution systems and pump stations.
Operations, services and activities of a water distribution maintenance program.
Principles and practices of effective customer service.
Principles and practices of supervision, training and performance evaluations.
Modern office equipment including use of applicable computer applications.
Principles and practices of budget monitoring.
Principles and practices of safety management.
Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct water distribution operations/activities.
Interpret, explain, and enforce pertinent department, local, State, and Federal rules, regulations, laws, policies and procedures.
Estimate, calculate and analyze water flows.
Assist in the development and monitoring of an assigned program budget.

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Ability to: *(Continued)*

Operate and use modern office equipment including a computer and applicable software.
Interpret and utilize SCADA devices in the operation of distribution systems.
Operate pump stations in person and by remote access.
Develop and recommend policies and procedures related to assigned operations.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Supervise, train, motivate, coach and evaluate assigned staff.

Work after hour night call on normal workdays, weekends and holidays to assess emergency situations and dispatch personnel.

Work after hours standby and respond to after hours emergency situations

Responsibility to:

Report any safety risks or hazards to your supervisor or other management personnel.
Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Properly trained in safe work practices and procedures.
Utilizing proper protective equipment.
Operating equipment properly.
Acknowledging the use of safeguards by other employees.
Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience involving the operations and maintenance of a water distribution system; including one year providing technical and functional supervision over assigned personnel.

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Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operator Certificate, Grade 3 (D3).

License and Certificate:

Possession of a valid California driver's license.

Possession of a Department of Public Health Water Distribution Operators Certificate, Grade 4 (D4) within 12 months

WORKING CONDITIONS

Environmental Conditions:

Work is performed in an outdoor environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; bend, squat, climb, kneel and twist when performing installation/repair of equipment; use telephone, write or use a keyboard to communicate through written means; push/pull/torque up to 150 pounds, and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; observe safety rules; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.