

3720

12/19/05

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT

Revised

CLASSIFICATION SPECIFICATION

TITLE: UTILITIES WATER SUPERVISOR

DEFINITION

Under general supervision, to layout, assign, and supervise the work of a crew on the construction and/or maintenance and repair of water system facilities; and to do related work as required.

REPORTS TO: Utilities Water Superintendent
SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Utilities Water Superintendent. Exercises supervision over lower level water field personnel.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Layout, assign, supervise, and participate in the construction and/or maintenance and repair of water mains, irrigation lines and ditches, consumer services, meters, hydrants, valves, motors, pumps, chlorinators, and related appurtenances.
- Estimate quantities and order materials and equipment.
- Maintain work time, equipment, and material records; make reports of work performed.
- Inspect work in progress; assist crew in resolving difficult work problems; instruct crew- members in work techniques, use of equipment and safety precautions and requirements.
- Explain the effect of work projects to adjacent property owners.
- Contact utilities customers concerning complaints.
- Coordinate work with other utilities and crews.
- Assist in locating utility lines and appurtenances.
- Assist in budget preparation and administration.
- Supervise, train, and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- Methods, materials, practices, and equipment generally used in the construction, maintenance, and repair of water systems.
- Location and general characteristics of the water system.
- Traffic control so as to provide a safe working environment for employees in moderate to heavy traffic, day or night, under emergency conditions.
- Chlorination techniques in order to provide the public with a safe water distribution system.

- Occupational hazards and standard safety precautions necessary in the performance of work.
- Principles of plumbing and hydraulics as related to the work.
- Principles and practices of supervision, training, and performance evaluation.

Ability to:

Keep records and prepare reports.

- Understand and interpret engineering plans and work orders.
- Work under emergency conditions and respond to calls any time during a 24-hour period.
- Supervise, train, and evaluate subordinates.

Education and Experience:

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:

Education: Equivalence to the completion of the twelfth grade.

Experience: Three years journey level experience in the construction and maintenance of water distribution system or the installation and repair of water meters and services.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of a valid California Commercial Class "A" Motor Vehicle Operator's license with a tank endorsement.

Possession of a valid Grade III Water Distribution Operator Certificate and Grade I Water Treatment Operator Certificate issued by the California Department of Health Services.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Water Supervisor

TO: Utilities Water Superintendent