



# City of Watsonville

## Job Description

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**JOB TITLE:** Water Services Supervisor

**DATE APPROVED:**

**DEPARTMENT:** Public Works & Utilities

**SUPERSEDES:** N/A

**REPORTS TO:** Water Division Manager

**SUPERVISION:** Exercise direct supervision over work crews as assigned

**EMPLOYEE UNIT:** Mid-Management

**FLSA:** Exempt

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**JOB SUMMARY:** Assist 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:

- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and normally 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
- 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 should be 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 or equivalent

### **LICENSE & CERTIFICATION:**

A valid Class A California Driver's license with the following endorsements: double-trailer and airbrake is preferred

- Possession of a Grade IV State Water Resource Control Board Water Distribution Operator Certification

The certification above must be maintained as a condition of employment.