



MAINTENANCE CREW SUPERVISOR- WATER PRODUCTION Classification Specification Non-Represented General

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, organizes, supervises and participates in the work of crews responsible for operation, maintenance and repair of deep well pumps, booster pumps, storage facilities and water purification systems; performs related and peripheral duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Maintenance Crew Supervisor- Water Production** is the General level classification responsible operation, maintenance and repair of deep well pumps, booster pumps, storage facilities and water purification systems; assigning work activities, projects and programs; monitoring work flow; and reviewing and evaluating work product. This position classification is distinguished from lower professional classifications by the performance of supervisory duties on a department-wide basis and by the degree of complexity of assigned projects.

SUPERVISION RECEIVED/EXERCISED:

General direction is received from the Public Works Manager and/or designee. Exercises direct supervision over professional, technical, clerical and field staff.

ESSENTIAL FUNCTIONS: *(The following is a typical list of duties assigned to the Maintenance Crew Supervisor- Water Production. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.)*

- Plans, coordinates, prioritizes, monitors and participates in the work of crews responsible for the operation, maintenance and repair of deep well pumps, booster pumps, storage facilities and water purification systems
- Monitors the system to ensure efficient and effective service delivery to the public.
- Assigns work to assigned personnel.
- Monitors work activities to ensure safe work practices, work quality and accuracy.



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- Ensures compliance with applicable local, State and Federal rules, policies and procedures.
- Develops schedules and methods for performing assigned duties.
- Maintains appropriate work records and documents which may include timesheets, work orders, material and equipment use records, and maintenance logs.
- Prepares statistical and/or analytical reports on operations as necessary.
- Participates in the selection and training of field maintenance personnel.
- Assumes responsibility for motivating and evaluating assigned personnel.
- Provides necessary training; initiates disciplinary procedures as is appropriate.
- Performs the more difficult and complex maintenance duties of the work unit including supervision of contract services, reviewing plans for new water facilities, and maintaining an inventory/mapping of the water distribution system.
- Develops guidelines for water crews.
- Prepares cost estimates for supplies and material necessary to maintain and expand the system.
- Orders supplies and material; approves payment for materials and contractors.
- Participates in the development of policies and procedures.
- Recommends programs, projects and work assignments to higher level Public Works Department personnel.
- Assists in preparing the Water Production budget; monitors budget expenditures.
- Coordinates work activity with other divisions in the department, and with other departments and organizations.
- Ensures all employee evaluations are done in a timely manner.
- Participates in the City's After Hours On-Call and Surveillance Program, as required.
- Investigates complaints and recommends corrective action to resolve problems.
- Signs timesheets for all staff within their crews, as well as other technical, clerical and supervisory staff.



- Perform other related and peripheral duties as required and necessary for the successful performance of this job.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Maintenance Crew Supervisor- Water Production. A typical way of obtaining the required qualifications is to possess the equivalent of five (5) years of increasingly responsible experience in the operation of pumping and purification equipment, including some lead supervisory experience, and a High School diploma or GED.

License/Certificate:

- Possession of, or ability to obtain, a valid class “C” California driver’s license.
- Possession of, or the ability to obtain, a Grade 4 Water Distribution Operator Certificate, per the State of California Department of Health Services.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA’s necessary to perform essential duties of the position.)*

Knowledge of:

Operations, methods, materials and equipment used in water production and purification; modern techniques and equipment for automatic controls and telemetry systems; principles of water purification; methods and techniques of supervision, training, evaluation and motivation; occupational hazards and standard safety practices; methods and techniques for record keeping; applicable federal, state, and local laws, codes and regulations; use of a computer and applicable software.

Skill to:

Operate an office computer and software applications; operate and maintain a variety of types of equipment, tools and machinery used on assigned work projects; operate a handheld two-way radio.

Ability to:

Plan, organize, direct and evaluate the work of subordinate staff; supervise and direct the operations and activities of the water production program; read and interpret gauges and testing equipment accurately; install, repair, and maintain telemetry system



equipment; apply applicable laws, codes and regulations; make adjustments to standard operating procedures as is appropriate; communicate clearly and concisely, both verbally and in writing; courteously respond to community issues, concerns and needs; work independently; establish and maintain effective working relationships.

WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, eye/hand coordination, and repetitive hand movement. The incumbent may frequently drive to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The need to lift, carry, push, and pull tools, equipment and supplies weighing up to 100 pounds is required. Additionally, the position requires both near and far vision when inspecting work, operating assigned equipment and the ability to accurately perceive sounds. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors. The incumbent may use fuel, cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders, work in confined spaces, use power and noise producing tools and equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

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Working Conditions and Formatting Revised June 2008

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