

DEPARTMENT OF WATER & POWER

Transmission & Distribution SupervisorDEFINITION

To plan, organize, supervise and participate in the work of crews involved in the maintenance, construction and repair of water distribution systems, and to trouble-shoot and perform the most complex repairs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water System Superintendent.

Exercises direct supervision over assigned maintenance personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plan, prioritize, assign, supervise and review the work of staff involved in waterline maintenance, repair and construction activities.

Evaluate operations and activities of assigned responsibilities, recommend improvements and modifications and prepare various reports on operations and activities.

Participate in the selection of staff, provide or coordinate staff training, work with employees to correct deficiencies and implement discipline procedures.

Answer questions and provide information to the public and investigate complaints and recommend corrective action as necessary to resolve complaints.

Respond to service calls, identify source of distribution problems and coordinate the repair and replacement of water systems.

Participate in the full range of operations, maintenance, repair and construction duties, including performing the most difficult duties assigned to the work unit.

Operate a full range of heavy and light equipment such as backhoes, loaders, overhead hoist and power tools.

Check water facilities and equipment for needed maintenance and repairs.

EXAMPLES OF DUTIES: (continued)

Utilize proper safety precautions related to all work performed.

Perform work in emergency situations as required.

Perform related duties as assigned.

QUALIFICATIONS:

1. Knowledge of:

Materials, methods, practices and equipment used in water systems operations, construction, maintenance and repair activities.

Types and level of maintenance and repair activities generally performed in water systems operations, construction, maintenance and repair program.

Elements of construction technology as they relate to the assigned construction maintenance and repair activities.

Principles of personnel supervision and training.

Safe work practices.

2. Ability to:

Perform semi-skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Work independently in the absence of supervision.

Interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects.

Keep records and make reports.

Read and interpret blueprints and maps.

Supervise and train assigned staff.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Ability to: (continued)

Inspect the work of crews while in progress and provide advice and assistance as needed.

Maintain time, material and equipment use records.

Requisition supplies and materials.

Install street barricades and cones prior to the performance of construction and repair activities and direct and control traffic work sites.

Identify equipment needs for each assigned project.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be as follows:

1. Experience:

Three years of increasingly responsible utilities system maintenance, installation and repair experience.

2. Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Possession of, or ability to obtain, a Grade II Water Certificate issued by the State of California.