



Fair Oaks Water District Job Description

Operations Supervisor

DEPARTMENT: Operations and Maintenance
FLSA STATUS: Exempt
DIRECTLY REPORTS TO: Operations Superintendent
DIRECTLY SUPERVISES: Distribution System Operators
JOB DESCRIPTION DATE: October 17, 2023
ANNUAL SALARY RANGE: \$82,908.80 - \$111,924.80
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

General Statement of Job

Under general direction of the Operations Superintendent, the Operations Supervisor organizes, coordinates, and supervises the operations and maintenance functions of the Fair Oaks Water District (FOWD); Oversees the installation of water mains, services, and related water distribution facilities; Provides quality control for FOWD operations and maintenance activities; Oversees the maintenance of the FOWD facilities and equipment; drives and operates vehicles and equipment.

Essential Functions

The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Supervises, instructs, and reviews the work of staff involved in distribution system installation, operation, and maintenance; organizes daily workload; assigns duties; monitors project safety; advises Operations Superintendent of job progress daily.
2. Assists in the planning of distribution system installation, operation, and maintenance; coordinates operations and maintenance activities with other FOWD functions.
3. Oversees routine and specialized work in the installation, operation, maintenance, and repair on water facilities; leads leak investigation and repairs on water facilities; ensures leaks are repaired in accordance with FOWD policy; responds to customer complaints.
4. Supervises and administers emergency repair work and shutdowns.
5. Plans, leads, and performs traffic control activities as required; assists staff in providing traffic control plans; meets with County inspectors and members of the public.
6. Oversees the underground service alert (USA) program; plans, prioritizes, assigns, supervises and reviews the work of staff involved in the USA request and locate process.
7. Operates the FOWD facilities in accordance with management approved Operations Plan.
8. Supervises operations and maintenance activities related to County overlay projects.
9. Oversees coordination of surface restoration work with the FOWD authorized paving contractor; ensures all FOWD projects that require paving are performed to County standards in a timely manner.

10. Administers, prepares, and submits a weekly status report to the Operations Superintendent; advises Operations Superintendent of job progress daily.
11. Monitors FOWD facilities and conducts site inspections, completes job hazards analysis, and other evaluations to identify hazards and potential risks.
12. Responsible for obtaining necessary materials, parts and tools for efficient operations and maintenance of the FOWD facilities.
13. Assists in developing the on-call rotation schedule for review by the management team and implements upon approval.
14. Assists in directing construction and inspection on installed water distribution facilities and appurtenances; plans, prioritizes, assigns, supervises, and reviews the work of staff involved in construction and inspection; ensures project compliance with plans, standards, and specifications; attends pre-construction meetings; meets with contractors.
15. Assists in overseeing the implementation of the following FOWD programs:
 - Fire Flow Testing
 - National Pollutant Discharge Elimination System (NPDES)
 - Damages Recovery
 - Vehicle and Equipment Maintenance
16. Ensures compliance with all FOWD's information technology security measures for Operations and Maintenance staff.
17. Ensures compliance for inventory use in accordance with FOWD policy.
18. Provides supervision and training of assigned staff; monitors staff certifications, mandated training, and safety programs; ensures proper utilization of equipment in accordance with all safety requirements and equipment specifications.
19. Recommends the maintenance, repair, and replacement of FOWD vehicles.
20. Recommends the maintenance and repair of FOWD buildings and facilities.
21. Provides directions to Maintenance and Field Customer Service staff as required.
22. Participates in the selection of staff; provides or coordinates staff training and development.
23. Provides input on employee performance evaluations for submittal to the Operations Manager.
24. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for equipment, materials, and supplies.
25. Assists in the retirement and disposal of capital assets and maintenance equipment.
26. Assists in receiving of non-inventory materials and supplies; verifies and maintain records on incoming and outgoing shipments.
27. Assists in FOWD project planning and contract administration.
28. Assists in the review of time reports in accordance with FOWD policies and procedures.
29. Assists in implementing the FOWD Injury and Illness Prevention program.
30. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
31. Maintains a variety of files and records in accordance with FOWD policies and procedures and to effectively supervise the operations and maintenance of the FOWD.
32. Operates a truck, forklift, or other light equipment; may operate a dump truck or heavy equipment.
33. Operates a vehicle in excess of 26,001 Gross Vehicle Weight Rating (GVWR) requiring a California Commercial Class 'A' driver's license in adherence of the Department of Transportation (DOT) regulations as required.
34. Checks assigned vehicle on a daily basis to ensure safe and dependable operation; may perform minor repairs to vehicles and equipment.
35. Performs "on call" duties during off-hours of operation as needed.
36. Works overtime as required.

37. Adheres to all policies, procedures, and standards of FOWD and pertinent Federal, State, and local laws relating to position functions.

Other Duties

1. May perform the duties of the Maintenance Supervisor as required.
2. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
3. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
4. Stocks vehicle to ensure materials are on hand for each job; maintains a truck tool inventory.

Job Standards/Specifications

Knowledge of:

- Construction safety laws, rules and regulations.
- Basic principles used in the design of water systems.
- Water quality regulations and requirements.
- Cross-connection control regulations and how they apply to the waterworks industry.
- Landscaping and irrigation planning, design, installation, and troubleshooting.
- DOT regulations for performing safety sensitive functions.
- Microsoft Office software applications.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Interpret designs, plans, and understand construction specifications.
- Supervise, train, and evaluate staff.
- Plan, direct, and supervise the installation, maintenance, and repair of water service and distribution systems.

Typical Physical Activities

- Travel regularly by vehicle for FOWD related duties and activities.
- Manual labor requiring use of manual and power tools.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing, and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in hard manual labor in temperatures between 80 or more degrees.
- Wetness: May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.

- Slippery surfaces: Occasional work on unusually slippery surfaces.

Desired Qualifications

- Minimum of four years' experience in general pipeline and related construction.
- Minimum of two years' experience working as a California Distribution Operator Grade II or higher.
- California Certified Cross Connection Control Specialist.
- California Certified Backflow Prevention Assembly Tester.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications

- California Certified Water Distribution Operator Grade III.
- California Certified Water Treatment Operator Grade II.
- Graduation from high school or equivalent.
- Valid California motor vehicle operators commercial class A license.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print):

Signature:

Date:

Operations Superintendent:

Signature:

Date:

Manager:

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
