

Distribution Supervisor

Reports to: General Manager

Salary Range: See Exhibit A

Definition/Summary

Under direction, the Distribution Supervisor plans, organizes, and supervises the work of District personnel assigned to meter reading, meter service, and maintenance, field customer service, and water service installation, maintenance and repair work.

Essential Functions

- Plan, organize, supervise, inspect, and participate in meter reading, field customer service, water transmission and distribution system installation, maintenance, construction, and repairs.
- Responsible for the safe and secure use of District resources in a variety of circumstances involving the staff, agencies, and public.
- Responsible for calculating, record keeping and reporting water demand and production totals to Federal, State, County and Local Agencies.
- Responsible for collecting, record keeping, and reporting water sample analysis results as required by the Federal Environmental Protection Agency and the State Department of Public Health.
- Responsible for maintaining, updating, and developing District distribution maps, O&M manuals, safety manuals, SOPs, As-built's and various other program manuals.
- Responsible for developing and reporting on projects, activities, and O&M procedures.
- Responsible for maintaining all District sites and facilities.
- Responsible for routine services and maintenance to vehicles and all other equipment.
- Responsible for managing, maintaining, updating, and developing operational and maintenance programs including, but not limited to, tank cleaning and inspections, valve turning, mechanical vibration analysis, hydrant maintenance and line flushing.
- Responsible for planning and participating in the repair and construction of meter services such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Responsible for planning and participating in customer service activities that include meter reading, service work-orders, site delivery of notifications, service turn-ons/offers and field test meters.
- Maintain an adequate inventory of meter, hydrant and distribution repair parts and supplies.
- Directs crews performing emergency repair work.

- Directs the installation, maintenance, repair, and rebuilding of positive displacement, turbine propeller, and compound meters.
- Operate Wells, pumps and related flow and pressure control and storage facilities manually or by using a system control and data acquisition (SCADA) system.
- Determine and control proper chemical dosage rates for wellhead disinfection and distribution residual maintenance.
- Assists contractors and representatives of other utilities with the location of District service lines.
- Perform inspection of construction projects to assure conformance with District standards and specifications.
- Ensures the maintenance of an adequate inventory of meter repair parts and supplies.
- Inspects and coordinates the work of water service installation, maintenance, and repair crews.
- Maintains a variety of files and records.
- Works with other District staff in coordinating meter readings, billing complaints, water pressure complaints, water quality complaints, disconnects, new service installations, and reconnects.
- Review time reports for proper allocation of time and review staff purchases.
- Inspects the water delivery system, identifying problems, and scheduling maintenance and repair work.
- Hold and participate in periodic staff meetings, including safety tail-gates, as well as instruct staff in proper safety procedures.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Other Duties

- Inspects time reports for proper allocation of time and approves them.
- Holds periodic staff meetings and instructs staff in proper safety procedures.
- Represents District water service functions with the public, contractors, and representatives of other government agencies.
- Performs related duties as assigned.
- Participates in rotational on-call duty.

Job Standards/Specifications

Knowledge of:

- Principles, methods, materials, and equipment used in water system installation, maintenance, construction, and repair work.
- Installation, maintenance, repair, and testing of water meters.
- Laws, regulations, and ordinances applicable to water distribution systems.

- District policies and procedures regarding customer service and relations.
- Mathematical principles related to water measurement and distribution systems.
- Principles of work safety.
- Principles of employee training and supervision.

Ability to:

- Plan, organize, direct, and supervise the installation, maintenance, and repair of water service and distribution systems.
- Direct meter installation, testing, maintenance, and repair.
- Oversee field customer service activities.
- Provide supervision, training, and guidance to assigned staff.
- Read and interpret plans, diagrams, and blueprints.
 - Develop information and repair reports.
 - Effectively represent District water service functions with the public, contractors, and other organizations.

Typical Physical Activities

- Operates District vehicles and equipment in collection system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 90-100+ degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting 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.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

- Knowledge of installation, maintenance and repair of pipelines, meters, waters services, valves, hydrants, etc.
- Ability to operate a wide variety of equipment including backhoes, dump trucks, equipment trailers, forklifts, pavement cutters, air compressors, generators, chain saws, and other hand and power equipment, etc.
- Four years of increasingly responsible experience in water service and meter installation, maintenance, and repair work with at least one year in a lead or supervisory capacity.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Class A CDL may be a requirement for employment.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Within 3 months of the date of hire, must obtain a State Water Resources Control Board Grade D3 and T2.
