



CITY OF PETALUMA  
CLASS SPECIFICATION

Date: 12/04/06  
Job Class: 09UMSP

## Utility Supervisor

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### Summary

Direct, coordinate and supervise the staff, operations and maintenance activities of staff within an assigned section of the Operations and Maintenance Division of the Department of Water Resources and Conservation; functional areas of responsibility include the installation, maintenance, repair, expansion, and relocation of water distribution, surface water management, and wastewater collection and water recycling facilities; ensure compliance with operational requirements in assigned areas of responsibility and evaluate and determine manpower, materials and equipment required for projects.

### Class Characteristics

General direction is provided by the Utility Manager; responsibilities include the direct and indirect supervision of lower level professional, technical, and support services positions.

This position is distinguished from the Utility Service Lead Worker in that the Utility Supervisor provides first level direct supervisory responsibilities over utility maintenance staff and operations within an assigned section, and the Utility Service Leader Worker provides leadership over an assigned crew. This position is distinguished from the Utility Manager in the Utility Manager has management responsibility for all division operations and activities within the Operations and Maintenance Division of the Department of Water Resources and Conservation.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Direct and coordinate the staff, operations and maintenance activities within an assigned section of the Operations and Maintenance Division within the Department of Water Resources and Conservation; functional areas of responsibility include the installation, maintenance, operation, repair, expansion, and relocation of water distribution, surface water management, and wastewater collection and water recycling facilities.

Review and evaluate proposed projects to determine the most feasible approach for projects including the manpower and materials needed; prioritize and make recommendations on project implementation.

Determine material and equipment to be utilized on operations and maintenance projects, such as type and size of pipe and fittings, cranes, bulldozers, welders, or trenching machines.

Direct and supervise the work of staff performing operations and maintenance activities such as: installing, tapping, re-lining, disinfecting, testing, and connecting water mains and appurtenances; shutting down, repairing, disinfecting and testing broken water mains; flushing, cleaning, and pigging of existing water mains; pulling, resetting, rehabilitating, disinfecting and testing domestic water wells; draining, cleaning disinfecting, and maintaining distribution reservoirs; and overseeing standby emergency response duties for after hours emergencies.

Supervise the operation of pumps and related flow and pressure control and storage facilities manually or through the use of a supervisory control and data acquisition (SCADA) to maintain

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and/or adjust system flow and pressure requirements; control flows to meet consumer demands including fire flow demands and minimum pressure requirements.

Determine, calculate and ensure proper control of chemical dosage rates for wellhead disinfections, treatment and distribution residual maintenance; investigate water quality problems in the distribution system as required.

Supervise, train, review and evaluate the work of assigned staff; assist in staff recruitment and selection, conduct annual performance evaluations; recommend and implement discipline procedures.

Conduct project inspections to evaluate progress and assure conformance to specifications.

Confer with representatives of other utilities to coordinate work schedules for the most effective and economic repair activities.

Prepare operational and technical reports and documents detailing project resources utilization, work progress, and disposition of materials.

Prepare budget estimates based on anticipated material and personnel needs; provide assistance in the preparation of departmental and project budgets.

Ensure proper safety precautions to maintain a safe work environment.

Perform related duties as assigned.

### Skills/Abilities:

Direct, coordinate and supervise the operations and maintenance staff responsible for providing operations and maintenance support to the City's water distribution, storm water, and wastewater collection systems.

Determine and make recommendations on staffing and materials requirements for system projects.

Evaluate and determine proper control and feed rates of chemicals and materials used in utility systems.

Assist in developing and administering the section's budget.

Schedule and ensure assignment of duties relative to certification required for the job.

Supervise, train and evaluate assigned staff.

Investigate complaints and respond to common inquiries from customers.

Ensure the implementation of effective safety programs.

Prepare technical reports.

Communicate effectively both verbally and in writing.

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

### Physical Demands and Work Environment:

While performing the duties of this job, the employee will be frequently required to sit and talk and hear. The employee will be required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, enter data into a terminal,

personal computer or keyboard device; operate office equipment requiring repetitive arm/hand movement. The employee will occasionally lift and/or move up to 50 pounds. Specific vision

abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to outside weather conditions and must operate an automobile to attend various meetings and workshops. The noise level in the work environment is usually moderate.

### **Qualifications**

#### Knowledge of:

Operations and maintenance of utility systems.

Principles and practices of water distribution mathematics such as; water measurements, formulas, units and conversion factors, water pressure, calculation of dosage, feed rates and flow rates.

Methods and techniques of implementing and administering utility safety and security programs.

Methods and techniques of inspecting utility maintenance projects.

Methods and techniques of monitoring and regulating chemical processes.

Concepts for distribution system maintenance such as; purpose, configuration, and operation, pipe materials, water storage facilities, meters, hydrants, leak detection and repair, corrosion, flushing and cleaning, water meter testing, maintenance and repair, and maintenance of pumps and electric motors.

Principles and practices of distribution system operation such as water quality, sources of supply, and safety and sanitation practices including disinfectants.

Operational characteristics of materials and equipment used in water, stormwater, and wastewater systems including SCADA systems, pipelines, line equipment, pumps, motors, chemical feeds, and related materials.

Rules and regulations governing water, stormwater, and wastewater system operations, including certification requirements and environmental regulatory mandates.

Occupational health and safety practices.

Principles of supervision, training and performance evaluation.

Principles and practices of record keeping.

Federal, state and local laws, codes and regulations in assigned program areas.

#### Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

#### Education:

Equivalent to graduation from high school. Course work in industrial technology, supervision, and/or operations and maintenance of utility systems is highly desirable.

#### Experience:

Four years of increasingly responsible experience performing work in the operations and maintenance of utility systems. Experience should include at least one year in a supervisory capacity.

Licenses/Certifications:

Possession of a California Department of Health Services Grade II Water Treatment Certificate.

Possession of a California Department of Health Services Grade III Water Distribution Certificate.

Possession of a valid California Class C driver's license with a satisfactory driving record.

Desirable:

California Water Environment Association Grade III Collection System Maintenance Certificate.

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