

SUPERVISOR, CONSTRUCTION & EQUIPMENT MAINTENANCE

Salary Range: 470
FLSA Status: Exempt
Representation: Supervisory Group

Description

Under general supervision of the Water & Power Operations Manager and the direction of the Superintendent of Operations, supervises, assigns and reviews the work of staff responsible for construction of District facilities, plans, organizes and directs the construction, paving and repair of canals, pipelines, rights-of-ways and other District facilities; maintaining and repairing automotive and light and heavy construction equipment; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility. Successful performance in the position requires the ability to effectively plan, sequence and coordinate multiple short-to-long range projects and work crews with competing resource demands. Must be available for after-hour emergencies and participate in the Supervisor Duty rotation.

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

- Plan, prioritize, assign, direct, supervise and evaluate assigned personnel in the duties of constructing facilities, maintaining equipment; and inspect work in progress and upon completion.
- Arrange for and schedule appropriate equipment and materials necessary for construction and rehabilitation projects.
- Assist in developing, administering and monitoring project budgets and schedules.
- Inspect work sites before, during and after completion to assure work is completed in a satisfactory and thorough manner consistent with District standards and specifications.
- Provide input for the Superintendent and Water & Power Operations Manager relating to purchase of new equipment and maintenance of existing equipment and makes periodic reports on condition of equipment.
- Responsible for and sees that safe and proper work practices are followed by members of work crews assigned.
- Assists the Engineering Department with gathering of field information and site conditions for new or replacement projects.
- Coordinate and oversee canal, right-of-way, and easement maintenance including but not limited to, grading, reconstruction, cleaning, new lining and debris removal; respond to emergency calls as necessary for the repair of the District's irrigation canals or pipelines.
- Maintain complete records of equipment and of work performed; compile cost estimates; keep records of work in progress; check time cards and stock disbursement records; check requests for needed tools, supplies and parts.
- Maintain inventory on shop supplies and equipment including parts, tires, safety

equipment and related material; purchase all inventory items; purchase vehicles; and monitor expenditures.

- Implement approved policies and procedures.
- Coordinate with other departments regarding equipment maintenance and repairs. Oversee all shop welding projects; ensure proper work methods; recommend adjustments as necessary.
- Perform a variety of record keeping functions; maintain DMV records for truck records; prepare schedules for vehicles to receive smog checks.
- Prepare and administer budget that includes fuel, oil, vehicles, equipment, and supplies; and advise Superintendent of future costs and equipment requirements.
- Coordinate and administer the District's Preventative Maintenance Program and inspections and regular service on District vehicles and construction equipment.
- Works with other supervisors in the department to allocate equipment operators and construction equipment needed for repairs and construction projects.
- Keep Superintendent apprised of the progress on assigned work and the need for major tool, equipment, and part purchases necessary to keep supervised area operating efficiently.
- Dispose of surplus vehicles and equipment in accordance with applicable laws and District policy.
- Oversee fuel requirements for District fleet, including quarterly diesel fuel tax return (Board of Equalization).
- Coordinate and act as District representative on dealings with State agencies concerning the District's vehicle fleet, such as DMV transactions and permitting, BIT Inspection Program, Bureau of Automotive Repairs (emissions testing, opacity testing, and reporting), and California Highway Patrol (Motor Carrier Program).
- Performs related duties as required.

Judgment and Responsibilities

Incumbent works independently under minimal direction and has full supervisory responsibility for assigned personnel. Exercises independent judgment and performs work with minimal guidance.

Employment Standards

Knowledge of:

- District policies, rules, regulations and procedures.
- Working knowledge of principles and practices of effective management and supervision, including short and long term planning, project planning and monitoring, scheduling, training, performance evaluation budgeting, and budgetary control functions.
- Principles and practices of paving and concrete repair standards.
- Use of common tools, procedures, equipment and materials used in the construction of water infrastructure and for the repairs of motorized equipment.
- Principles, methods, and practices pertaining to the operation of an equipment maintenance facility.
- Operations, services and activities of a fleet maintenance program. Principles of fleet maintenance and general automotive maintenance.

- Methods, materials, tools and equipment used for the installation and maintenance of pipelines, services, valves hydrants, backflow prevention assemblies, pumps, meters and electrical systems.
- Principles of preventative maintenance.
- Principles of welding and fabrication; and the methods, materials, equipment and tools used in welding and fabrication work.
- Pertinent local, state and federal laws, ordinances and rules to include: CHP Bi-Annual Inspection of Terminals (BIT Program), smog regulations on gas engines, smoke testing on diesel engines, and crane certifications.
- Record keeping principles and practices.
- Principles and practices of safety management; applicable safety precautions and procedures.
- Pertinent local, State and Federal laws, codes, regulations, ordinances and rules.
- Common public relations courtesies, practices and techniques.

Ability to:

- Effectively handle difficult employee relations, personnel matters, and customer complaints; plan, assign, prioritize, sequence, direct, train, coordinate and evaluate the work of a diverse workforce assigned to multiple projects with competing resource demands.
- Learn computer skills needed to prepare reports and track multiple construction or maintenance projects.
- Analyze technical operations and maintenance problems, draw sound conclusions and make recommendations.
- On a continuous basis, know and understand all aspects of the job and observe safety rules. Intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; read, interpret and apply administrative and operational regulations, policies, procedures and standards; and locate tools and equipment used in assigned work.
- Assist in the development and monitoring of budgets.
- Develop and recommend policies and procedures related to assigned work.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely in English, both orally and in writing.
- Prepare clear and accurate reports and maintain simple to complex records.
- Operate and drive construction equipment.
- Operate a vehicle observing legal and defensive driving practices.
- Deal tactfully and courteously with the public

Training and Education

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position.

A typical qualifying entrance background is three (3) years of supervisory level experience in major water distribution infrastructure construction, rehabilitation and installation. In addition, three (3) years of increasingly responsible journey level experience performing automotive and equipment

maintenance and repair duties with one (1) year of technical and functional responsibility over mechanic staff.

Equivalent to completion of the twelfth grade and supplemented by specialized training in the repair and maintenance of gasoline and diesel vehicles and equipment.

Licenses and Certification

Incumbent must possess a valid and appropriate California driver license with a satisfactory driving record to maintain insurability. Possession of Class A or Class B license is desirable.

Physical Demands

Intermittently sit at desk or while driving vehicle for long periods of time; intermittently walk, stand, bend, squat, climb or kneel while performing assigned work; twist to reach equipment surrounding desk or work station; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; lifting and carrying up to 50 pounds; occasional exposure to chemicals, skin irritants, fumes and solvents; performance of simple and power grasping; pushing, pulling, fine manipulation, finger and hand coordination; general inside work; occasional outside work with exposure to weather, odors, dust and pollen; use sense of smell; acute hearing to distinguish audible alarms; ability to hear to receive communication in person and by telephone, as well as for safety in and around work area; express ideas and share information by means of spoken word in person and by telephone; occasional work conditions of constant or intermittent noise; and read written and/or video messages. Required to wear personal protective equipment (PPE) appropriate for job assignments. Must comply with respiratory protection program and Cal OSHA standards.

Reasonable accommodations will be considered.

Physical Examination

Must pass a physical examination, which includes substance screening, before employment with the District.

Confidentiality

Information obtained and used in this position is of a confidential nature and cannot be shared with unauthorized persons within or outside the District.

Supervision

This position receives general supervision from the Water & Power Operations Manager and direction from the Superintendent of Operations and provides direct supervision of the following position classifications:

- Mechanic
- Equipment Operator
- Welder / Mechanic
- Lead Utility Worker
- Utility Worker