



## UTILITIES SUPERVISOR

**AGENCY/DEPARTMENT:**  
Public Works/Utilities

Approved By HR Director: *Linda Matthews*  
Date Approved: 11/13/07  
Date of Last Revision: 03/22/2007

**Reports to:** Utilities Operations Manager  
**Supervises:** Varies

**JOB SUMMARY:** Under general direction, schedules, coordinates and provides field supervision of activities and staff responsible for one or more utilities operations functions related to construction and maintenance of the water distribution and wastewater collection systems, controls materials and supplies, assists in the preparation of plans and specifications; assists in the administration of contracts for the construction and maintenance of water distribution and wastewater collection systems; and performs other related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** This class is characterized by its responsibility for field supervision. It is distinguished from the Utilities Operations Manager by the latter's responsibility for management of one or more functions within utilities operations.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises and directs the activities of staff including work assignment, performance evaluation, and employee development; participates in employee selection, disciplinary action, and complaint resolution.
2. Schedules, coordinates and provides field supervision of staff involved in maintenance and construction activities of water distribution and wastewater collection systems, water meter reading, water service and meter replacements and installations and utilities customer services.
3. Assists in the preparation of plans, specifications, administration of contracts for the construction and maintenance of water distribution and wastewater collection systems.
4. Orders construction and maintenance materials and supplies.
5. Prepares work plans for the maintenance of the water distribution and the wastewater collection systems.
6. Maintains records and prepares reports.
7. Provides input for and assists in the preparation of performance evaluations of assigned subordinate personnel.
8. Conducts safety meetings.
9. Deals with the public in difficult and general work situations.
10. May participate in work during training or emergency situations.
11. May operate equipment during training or emergency situations.

### MINIMUM QUALIFICATIONS:

**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:**

**EDUCATION:** High School diploma or recognized equivalent.

**EXPERIENCE:** Three years of experience in operation, maintenance, and construction activities related to area of assignment, including one year of lead or supervisory experience.

**KNOWLEDGE OF:**

- Principles and practices of water systems maintenance and construction.
- Principles and techniques of supervision, training, and evaluation.
- Materials, methods, tools, and equipment used in maintenance and repair work of water distribution and wastewater collection systems.
- Applicable federal, state, and local laws, codes, and regulations governing water operations and environmental compliance.
- Safety precautions and occupational hazards in the use of equipment.
- Public contracting and contract management.

**ABILITY TO:**

- Supervise, train, coordinate and evaluate the work of staff.
- Inspect work for conformance with productivity, quality and safety standards.
- Ensure safety and professional work standards are met.
- Plan, organize, and prioritize tasks.
- Establish partnerships with vendors; manage contracts and service agreements.
- Operate a computer and applicable software, including word processing and spreadsheet software.
- Provide technical and professional leadership and direction.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships

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**LICENSES:**

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

**CERTIFICATIONS:**

- When assigned to Water Distribution Operations: Grade 3 certification in Water Distribution.
- When assigned to Wastewater Operations: Grade 3 certification in Wastewater Collection.

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** # 5, Technical/Professional Services

**Job Family:** Utilities - Operations

**Class Progression:** Utilities Technician  
Senior Utilities Technician  
Utilities Supervisor  
Utilities Operations Manager  
Assistant Utilities Director  
Utilities & Solid Waste Director

**Prior Title:** Utilities System Specialist