



JOB DESCRIPTION

POSITION	Distribution Supervisor	SAFETY SENSITIVE	Yes
SALARY RANGE	Range 35	ESTABLISHED DATE	08/18/2021
FLSA STATUS	Non-Exempt	REVISION DATE(S)	05/09/2023
HOURS – FT/PT	Full Time		

SUMMARY

Under direction, the Distribution Supervisor provides direct oversight to assigned staff, and coordinates and leads the activities and operations within the Construction & Maintenance Program. The supervisor will be the key person in charge of overseeing the completion of assigned projects with a keen awareness of material expenses, permits, and employee safety. The incumbent completes construction projects by assisting in budget preparation, planning, organizing, and controlling projects; conducts quality inspections; ensuring adherence to state and local codes, arranging for necessary equipment, and keeping construction project costs at or, if possible, under budget. Responsible for performing various skilled assignments related to the installation, maintenance, and repair of the District's water transmission and distribution system, and any appurtenances such as fire hydrants, services, air vacuum valves. Responsible for heavy equipment operation, basic vehicle and equipment maintenance, and various related construction duties. The Distribution Supervisor provides high-level assistance to the Director of Operations. This position is designated as a Distribution Shift Operator.

DISTINGUISHING CHARACTERISTICS

The Distribution Supervisor is an advanced journey-level position that independently performs highly technical and specialized duties related to the District's infrastructure. The incumbent in this position has strong interpersonal, communication, leadership, and problem-solving skills; the ability to work without extensive supervision; with advanced journey-level knowledge of the underground construction industry and operation of light to heavy equipment. The Distribution Supervisor must be well-organized and strongly focused on safety at all times.

SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the Director of Operations. The position is responsible for leading, planning, prioritizing and reviewing work of assigned staff, ensuring compliance within set standards, guiding, training, providing technical and functional direction to assigned staff, and ensuring complete coverage for Construction & Maintenance functions.

EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

Essential Functions:

- Oversees, prepares, and directs the daily work of the District's Construction & Maintenance program, responsible for the direction of daily job duties including but not limited to leak repair, service installation, facility maintenance, and repair; Dig-Alert; preparation of equipment, parts, and material; inspection work; and providing on-site support, leadership, guidance, and direction to subordinate staff.
- Operates expertly all of the District's heavy equipment and attachments, including but not limited to tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s), excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s).
- Expertly performs and trains subordinate staff on a variety of skilled maintenance and repair on water distribution appurtenances and lines, calculate dosages, and solves field arithmetic.
- Review design and as-built drawings of new distribution and production facilities related; and interprets maps providing direction to complex problems with multiple variables.

- Assists in day-to-day District operations and maintenance as required, including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties.
- Reads, interprets blueprints and plans, assists in designing and layout of water main replacement projects, provides accurately recorded as-built notations.
- Cleans, maintains and makes minor repairs to assigned equipment.
- Performs heavy and semiskilled maintenance, construction, and labor work when the nature of the job does not require constant equipment operations.
- Coordinates construction projects with the public, contractors, and representatives of other agencies.
- Recommend changes to goals, procedures, policies, equipment, budget, and personnel to achieve performance efficiencies.
- Provides and contributes input on employee performance reviews and disciplinary actions.
- Reviews timesheets for accuracy and conformance to standards.
- Provides input to the Director of Operations and other members of management as required.
- Assists in budget preparation, and acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair of District facilities and operation functions.
- Orders equipment, parts, and material related to construction & maintenance functions.
- Compile memorandum, reports, written correspondence, develop written procedures related to departmental needs and requirements.
- Acts as a project manager by planning, executing, monitoring, controlling, documenting, and closing out assigned projects.
- Regularly attends and presents material for internal meetings.
- Ensures and follows safe and proper working conditions in adherence with industry and District safety programs and protocols.
- Attends position related seminars and training events.
- Participates in the District's "on-call" rotation as assigned.
- Responds to call-outs after hours, weekends, and holidays.
- Performs other duties related to the classification as assigned.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Experience:

- Minimum of five (5) years of heavy equipment operation; and
- Minimum of three (3) years of experience in a lead position or as a supervisor;
- Minimum of five (5) years of broad and extensive experience within the water distribution industry, including the safe operation of heavy equipment, repair and maintenance of water main lines, hydrants, and service connections. Basic knowledge of Cla-Vals and an understanding of pressure-reducing stations required. Experience in emergency main line shut downs, and proper knowledge of loading and testing a main is preferred.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 18 months of appointment:

- California Class "A" Commercial Drivers License (requires minimum Class "C" until Class "A" is obtained); and;
- State Water Resources Control Board (SWRCB) **Grade III or higher** Water Distribution Operator Certificate.

Other Requirements: This is a safety-sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program, which is conducted in accordance with Title 49 CFR Part 40.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the position.

Knowledge:

- AWWA standards;
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;
- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft Office products.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

Abilities:

- Direct the work of single or multiple construction crew(s);
- Work with little or no supervision;
- Operate assigned vehicles and equipment with skill and safety;
- Perform a variety of excavating, earthmoving, backfilling, trenching, discing, and clearing;
- Read, understand, and carry out written and verbal instructions;
- Communicate effectively, orally, and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and work within a team environment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis. Position subject to alternative 4/10 workweek schedule.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

Print Employee Name

Employee's Signature

Date