

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Utilities Supervisor

Pay Class: 33 Basic

FLSA Exempt

DEFINITION

Under general direction of the Public Works and Utilities Director, plans, organizes, coordinates, directs, and reviews the operation, maintenance, construction, and repair of water/wastewater treatment facilities, lift stations, and lines; outlines work projects and schedules work assignments; develops and implements operations and maintenance procedures; oversees and coordinates compliance functions for assigned water/wastewater systems; evaluates and develops reports on laboratory tests; assists the Public Works and Utilities Director with general planning and management of water treatment and distribution facilities, wastewater collection system, and wastewater treatment plants; provides supervision, training and work evaluation for assigned staff; and performs other duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.

- Plans, organizes, directs and supervises the operation, maintenance and construction of water/wastewater treatment facilities, lift stations, and lines.
- Develops and implements goals, objectives, policies and priorities.
- Assists in the selection of staff.
- Provides technical assistance and serves as a liaison with maintenance and operation staff regarding various maintenance and operation problems.
- Ensures compliance of assigned wastewater systems with state-wide regulations for Statewide General Waste Discharge requirements.
- Conducts inspections of facilities and lines, determining extent and costs of repairs.
- Assesses the types and kinds of equipment needed for construction and maintenance projects.
- Plans and assigns projects to utility operation and maintenance staff.

- Works with the Public Works and Utilities Director in the development and preparation of the annual budget for department operation, maintenance, and construction functions, and monitors expenditures.
- Prepares cost estimates for assigned projects.
- Schedules and prioritizes workload and works with the Public Works and Utilities Director projecting and assessing general maintenance and operation workloads and equipment and material requirements.
- Inspects projects for proper completion and work quality standards.
- Assigns work to crews, ensuring that adequate equipment and supplies are available, including safety equipment.
- Oversees the maintenance and repair of equipment and vehicles.
- Requisitions and purchases materials and supplies.
- Supervises, trains and evaluates staff.
- Coordinates obtaining proper environmental permits for facility maintenance and construction projects.
- Assists with development of equipment specifications and bid requests.
- Reports operational deficiencies and develops and presents operational changes to correct deficiencies.
- Maintains environmental compliance.
- Assists the Public Works and Utilities Director with the general planning and development of new facilities, systems and equipment.
- Develops operational data and prepares requisite operations and activity reports.
- Responds to citizen complaints, concerns and questions regarding utility operations, as well as maintenance and construction projects.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

NOTE: *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.*

Education: High school diploma or equivalent.

Experience: Five (5) years of increasingly responsible experience in public utility construction and maintenance work, including at least three (3) years in a lead or supervisory capacity. Supervisory experience is preferred.

Licenses: Possession of, or ability to obtain, a valid and current Class C California Driver's License; work assignments may require obtaining a valid Class A

Driver's License. Must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

Certifications:

The following certificates are highly desirable but not required. Each certificate includes a 5% pay incentive up to 15% for possessing all three certificates:

- Valid California Grade T3 Water Treatment Operator Certificate,
- Grade 2 Wastewater Treatment Operator Certificate
- D3 Distribution Operator Certificate

Other:

Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

NOTE:

It is the responsibility of the operator to renew all applicable license(s) and to maintain the validity of the certificates and licenses. The City will reimburse the employee for the renewal and Continuing Education Units (CEU) expenses.

KNOWLEDGE, SKILLS AND ABILITIES

NOTE: *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

Knowledge of: Techniques of budget preparation and monitoring; principles of supervision, training and work evaluation; Methods, tools, equipment, materials and work practices involved in the operation, maintenance, construction and repair of water/wastewater treatment facilities, lift stations, and lines; Laws, rules, regulations and environmental compliance requirements applicable to the operation, maintenance, construction and repair of public utilities; Regulatory requirements related to Statewide General Waste Discharge requirements, including the completion of the Sanitary Sewer Management Plan; Operation and routine maintenance of construction equipment including loaders, graders, trucks, rollers and related equipment; Hazardous material handling and safe work practices; Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment; and safe work practices.

Skills and Ability to: Oversees and direct the operation, maintenance, construction and repair of public utilities; Oversees and coordinates wastewater compliance functions, especially those related to the Statewide General Waste Discharge requirements; Assist the Public Works and Utilities Director with general management responsibilities; Provide supervision, training and work evaluation for assigned staff; Read and interpret plans and specifications; Estimate time, materials and equipment needed to perform construction and maintenance work; Inspect public utilities and

determine operational problems, requisite operational changes, and the extent of necessary repairs; Develop and maintain operational, time and equipment records; Communicate clearly and concisely, orally and in writing; Effectively represent the City in contacts with the public; Operate a computer and appropriate software in the performance of job responsibilities; Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines; and Constantly demonstrate cooperative behavior with colleagues, supervisors and customers/clients.

ATTITUDE

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

PHYSICAL REQUIREMENTS

NOTE: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.

Work is performed in office and outside environments; exposure to variations in temperature, weather and humidity; work is performed in an environment with constant noise; exposure to gases, solvents, fumes, dust, grease and oils; exposure to moving equipment and electrical current and voltage; constant contact with staff and the public. Frequently stand and walk; ability to sit; walk on slopped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift and move heavier objects with assistance; ability to bend, stoop, kneel, crawl and crouch; corrected hearing and vision to normal range; verbal communication; use of telephone, office equipment, and FAX. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and must comply with respiratory protection program and Cal OSHA standards.

Approved by: Marissa Trejo 12/10/18
Marissa Trejo, City Manager Date