

CITY OF DALY CITY  
JOB SPECIFICATION

APPROVED BY  
PERSONNEL BOARD: 09/10/2009  
CITY COUNCIL: 09/28/2009  
RES. NO. 09-138

## **DISTRIBUTION SYSTEM FIELD SUPERVISOR**

### **DEFINITION**

Under direction, supervises the day-to-day work of one or more assigned crews and routinely performs any combination of tasks involved with inspection, construction, repair and preventative, corrective and emergency maintenance of water mains, meters, service connections and other water distribution infrastructure; assists in the operation and maintenance of the City's pumping and reservoir system; supervises as directed and does related work as required.

### **EXAMPLES OF DUTIES**

Performs maintenance work and supervises one or more crews in the safe performance of installation and repair of potable water lines, service connections, meters, valves, hydrants, pressure regulating valves, backflow devices and other water distribution infrastructure; responds to service requests; digs holes and excavations, backfills trenches and excavations; cuts, threads and assembles pipe; taps distribution main lines; assists in locating water infrastructure; assist in the testing and repair of water meters; operates heavy equipment including backhoe, hydraulic cranes and loaders; ability to operate all vehicles; writes, reviews and modifies safety and operating procedures and ensures adherence to same; writes hazardous materials reports; supervises water distribution personnel; participates in the evaluation of subordinate personnel; prepares estimates and performs other written work associated with the supervision of a maintenance crew and writes required reports and processes invoices. Keeps written and computerized records of repairs and maintenance personnel in the general maintenance of equipment and distribution infrastructure of the Department of Water and Wastewater Resources. May inspect installation of new water lines, services and related structures; and study blueprints and specifications preparatory to inspection of construction project. May be required to work under adverse conditions. May act in the capacity of the Collection and Distribution System Manager in his/her absence.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** The method, materials, tools and equipment used in the safe installation, construction, repair, maintenance and operation of a Water Distribution System and components; supervisory methods and techniques; project scheduling and management; technical training methods; principals of operation and maintenance of

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pumps, motors and related equipment, occupational hazards, necessary safety precautions, and principals of accident prevention.

**Ability to:** Use hand and power tools; operate and service pumps, motors and other mechanical equipment; plan, schedule and control the maintenance activities of Distribution System equipment and facilities; effectively schedule, supervise, train and evaluate work of assigned personnel; ensure that safe work practices are followed; maintain records for maintenance, inventory control and personnel scheduling; locate, detect and correct water leak; read simple manuals, diagrams, profiles, specifications and blueprints; demonstrate a high degree of mechanical aptitude; carry out and transmit oral and written instructions; make arithmetic calculations involving fractions, decimals and percentages; use CRT's, PC's and computer-based data systems; work in adverse weather conditions which often involves exposure to wind, rain and cold temperatures; perform heavy manual labor involving lifting, carrying, kneeling, crawling and climbing; report to work at anytime during an emergency; report back to work to respond to after hour call backs and adhere to Standby Duty Procedures; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Minimum of three years of experience in the field of water distribution system maintenance and construction work, or in general pipeline construction.

**Physical Requirements:** Moderate, and sometimes strenuous exertion required, including sustained walking, standing, bending, climbing and lifting.

**Education:** Graduation from high school or equivalent.

**License:** Possession of a valid Class B California Driver's License (including acceptable driving record). Possession of a Water Distribution Operators License D3 issued by the Department of Health Services, or the ability to obtain Certificate within 12 months of appointment. Possession of a Backflow Prevention Assembly General Tester certificate issued by the American Water Works Association, or the ability to obtain Certificate within 12 months of appointment is desirable.

R: 7/2009