

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Operations Supervisor

DEPARTMENT: Operations & Water Quality	ACCOUNTABLE TO: Distribution Maintenance Manager	FLSA STATUS: Non-Exempt
SALARY RANGE:	27	
<p>CLASS SUMMARY: Incumbents are responsible for prioritizing, coordinating, and supervising the work of equipment mechanics, facilities maintenance staff and warehouse staff. Duties include: reviews and prioritizes work requests; assigns tasks and projects, conducts performance evaluations; determines training needs; performs maintenance activities for buildings and ground facilities; inventories and orders supplies and equipment; conducts team meetings; sets standards and quality control for work performed by outside vendors and contractors, develops and administers contracts; participates in overseeing workgroup budgets; maintains access control and security systems; sets goals and objectives; provides leadership, coaching and counseling; and performs other duties as assigned.</p>		
<p>DISTINGUISHING CHARACTERISTICS: This is a stand-alone classification. The position provides supervisory oversight to fleet maintenance, facilities maintenance and warehouse staff. This is a working supervisor role.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Supervises staff to include: monitoring work, evaluating performance, ensuring employees are trained, making compensation recommendations, and making hiring and termination recommendations.
2.	Coordinates activities by prioritizing and scheduling projects and assigning work to staff.
3.	Gathers information on how to perform tasks from written sources, vendors and professionals.
4.	Develops and administers contracts for services.
5.	Conducts site assessments and field visits at Padre Dam properties and facilities to make recommendations on projects, maintenance tasks, service requests, and site improvements.
6.	Conducts team meetings as needed to communicate and facilitate workgroup discussions.
7.	Assists crews with their work by providing technical advice and performing maintenance activities.
8.	Generates and processes purchase orders, assists with invoice and receipt accounting, administers contract renewal and purchases materials and supplies.
9.	Assists in the evaluation, preparation, and monitoring of assigned department budgets.
10.	Develops and administers training for staff to comply with local and Federal laws.
11.	Responds to emergency situations as necessary, including after-hours and weekends.
12.	Develops and supervises outside contractors, including setting work scope, providing contract administration, preparing project timelines, and setting work task standards and goals.
13.	Responsible for following and ensuring staff participate in safe work practices, methods and procedures.

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Operations Supervisor

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
14.	Prepares, maintains and updates a variety of records, logs and reports, and evaluates processes to ensure workgroups are operating efficiently and effectively.
15.	Develops short and long-range goals for fleet, facility maintenance, and warehouse activities.
11.	Performs other duties of a similar nature or level as assigned.

Knowledge (position requirements):

- Supervisory principles and practices;
- Safety methods and regulations pertaining to the work;
- Basic maintenance and repair techniques for carpentry, masonry, plumbing and electrical work;
- Practices, tools and equipment used in construction and maintenance of a water distribution system;
- Methods and practices used in the operation of a warehouse facility;
- Preventative and corrective maintenance procedures related to fleet and facility maintenance;
- Codes, ordinances, and specifications pertaining to the work;
- Basic budgeting and accounting practices;
- Computer applications and software related to the work;
- Relevant local, state, and federal laws, regulations and guidelines;
- Facility building management, security, fire and access control systems.

Skills (position requirements):

- Monitoring and evaluating performance;
- Monitoring and evaluating District facility needs;
- Assigning and scheduling maintenance projects;
- Inventorying and ordering materials and supplies;
- Organizing and maintaining records of purchases;
- Monitoring and evaluating District warehouse needs;
- The ability to handle and coordinate multiple projects and assignments simultaneously;
- The ability to prepare clear and concise records, reports and other written materials;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, outside contractors, and the public, etc. sufficient to exchange or convey information and to provide work direction.

Training and Experience (position requirements):

High School Diploma or General Equivalency Diploma (G.E.D.) and five years' experience in one or more of the following areas: facility maintenance, building maintenance, fleet maintenance, warehouse or inventory management experience, and one year supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

- **Licensing Requirements** (position requirements):
- Valid Class C California Driver's License;
- A State of California SWRCB Water Distribution Operator Certificate, Grade 1 (D1), required by end of year one.
- A State of California SWRCB Water Distribution Operator Certificate, Grade 2 (D2), required by end of year two.
- Qualified Applicator Certificate from the State of California, desirable.

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Operations Supervisor

Safety Requirements: Knowledge of general office and field safety, use and care of Personal Protective Equipment specifically related to fall protection, confined space work and chemical exposure, proper body mechanics when moving materials, defensive driving techniques, safe storage and handling of hazardous chemicals, safe use and care of hand and power tools, general emergency response techniques for hazardous chemical spills, HAZMAT Incident Command System and National Incident Management System (NIMS). Understanding of: Padre Dam's Safety Rules and Regulations, Accident and injury reporting policies. Ability to: complete safety training, and work in a safe and efficient manner at heights and under other adverse conditions.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils and intense noises.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Date: 4/98; 1/02; 1/05, Re-Named Operations Supervisor 06/19