

## **WATER FIELD ASSISTANT SUPERVISOR**

### **DEFINITION**

Under general supervision, plans, coordinates, supervises, and directs the construction and maintenance of water services; performs a wide range of general water service duties, including welding; may serve as Acting Water Field Supervisor in the absence of the Water Field Supervisor; and performs related work, as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a supervisory position, responsible for field operations, working under the supervision of the Water Field Supervisor. Work is performed under general supervision while following established policies, procedures, and regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Oversees daily operation of field and construction crews; directs Water Field Leadworkers; establishes daily work schedules; participates in establishing department operating procedures; contributes information for preparation of annual budget; interacts with contractors, subcontractors, developers, and utilities on job sites; assists in training water service crews and coordinates safety meetings; may operate a variety of heavy power-driven construction and maintenance equipment; performs a variety of related welding, carpentry, pipefitting, valve repair, and cement work; facilitates training of employees in the operation of tools and equipment, in addition to the function and operation of facilities; assists in employee evaluations and makes recommendations for job performance improvements; may participate in emergency call, stand-by duty on a rotation basis; attends meetings and conferences, as necessary; ensures supervisor is informed of problems or unusual developments within the department; adheres to safety standards as prescribed in the *Injury and Illness Prevention Plan*; prepares and presents verbal and written discipline reports, as necessary; promotes teambuilding; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective working relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience** - Graduation from high school, or GED equivalent, combined with advanced water treatment or distribution classes, a minimum of four years of experience in water operation and maintenance, and a minimum of two years of experience in a supervisory or lead capacity.

**Knowledge & Abilities** - **Knowledge of:** Methods, materials, and equipment used in water systems construction, maintenance, repair, and inspection; pertinent laws, codes, and safety orders covering water service construction work; principles and procedures involved in planning major water service and main line installations; supervision and training methods; safety procedures and precautions used in water service work; budget preparation and expenditure control; basic computer skills; and principles and practices of employee supervision, including training, work evaluation, discipline, and safe methods.

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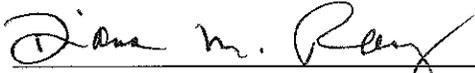
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**Ability to:** Supervise the installation, repair, and maintenance of water systems and structures; interpret engineering and public works plans, specifications, and drawings; analyze situations accurately and make effective recommendations; train and guide department personnel; work and make decisions under adverse and stressful conditions; coordinate repair, installation, and maintenance of water mains, services, hydrants, meters, and valves; function independently without immediate supervision; operate equipment with skill and safety; interpret plans, drawings, and specifications; prepare and compete employee performance evaluations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; apply safe work practices; and operate vehicles and equipment in a safe and efficient manner.

**Licenses & Certificates** - Must possess a valid, unrestricted California Class "C" driver's license. May be required to obtain a California Class "A" driver's license. Must possess a California Department of Health Services Water Distribution Operator Grade 3 Certificate and a Water Treatment Operator Grade 2 Certificate.

### **WORKING CONDITIONS**

Work is performed in an indoor/outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools, or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical shock. Incumbent wears personal protection-protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

**APPROVED:**   
**DIRECTOR OF HUMAN RESOURCES**

**DATE:** **November 3, 2008**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.  
Shared/job descriptions(Final)WaterDepartment/Water FieldAssistant Supervisor/11-3-08/cah