

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **DISTRIBUTION FOREMAN – OPERATIONS**

GRADE LEVEL: E14

SUPERVISOR TITLE: Water Systems Supervisor

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA




DEFINITION

Under general supervision, to lead, supervise and perform complex and specialized technical duties including the maintenance, repair and replacement of valves

CLASS CHARACTERISTICS

This is the advanced journey level, supervision classification in the Water Distribution Maintenance class series. Positions assigned to this level provide lead supervision to journey level staff and independently perform highly technical and specialized maintenance and repair duties at a level beyond that found at a journey level. Lead supervisory duties include assigning specific duties, ensuring completion and compliance with applicable standards, policies and procedures, as well as providing technical assistance, training and writing and conducting performance appraisals, assist in department budget preparation. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Assign and evaluate the work of a crew of Distribution Operators performing maintenance and repair duties; ensure completion of assigned duties
-  Train assigned staff and provide technical assistance as required; recommend work methods and procedures
-  Conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination

- ✎ Provide staff assistance to higher-level staff; investigate and prepare recommendations related to operational and administrative issues
- ✎ Inspect and troubleshoot all types of valves, and related equipment to determine source of problem and/or failures
- ✎ Research and complete "Shutdown Requests", including identifying area to be effected and valves to be utilized for successful shutdown
- ✎ Plan, coordinate, and schedule Complete all necessary CMMS work orders pertaining to scheduled maintenance and emergency correctives
- ✎ Plan, schedule and execute all above ground valve maintenance and replacement projects; locate and exercise distribution and transmission valves as part of the ongoing valve maintenance program
- ✎ Update information pertaining to valves, valve tie info, and forward to GIS and Engineering departments
- ✎ Identify valves to be replaced and coordinate planned corrective work through CIP with Engineering and Operations
- ✎ Maintain and coordinate planned corrective work through CIP with Engineering and Operations
- ✎ Perform related duties as assigned
- ✎ Work with outside vendors
- ✎ Supervise multiple projects

QUALIFICATIONS

Knowledge of:

- ✎ Water Systems Hydraulics
- ✎ Advanced knowledge of Transmission and Distribution systems layout
- ✎ Methods, materials and equipment used in the maintenance and repair of inline and appurtenance valves and system hydraulics
- ✎ Proper operation and maintenance of all power equipment belonging to the valve exercising trucks including; vacuum, pressure washer, generator, jackhammer, valve exercising arm and related hydraulic systems, safety and area lighting
- ✎ Applicable laws, codes and regulations
- ✎ District rules, regulations, policies and procedures
- ✎ District sites and facilities
- ✎ Principles of work direction, coordination and training

Ability to:

- ✎ Lead and participate in a full range of valve maintenance, and valve replacement services
- ✎ Diagnose problems (i.e., equipment failure) and provide effective solutions

- ✎ Coordinate assigned activities with the activities of other departments
- ✎ Operate a variety of hand and power tools
- ✎ Operate heavy equipment
- ✎ Establish and maintain cooperative working relationships
- ✎ Work with outside vendors/contractors
- ✎ Operate and maintain all power equipment associated with the Valve Exercising Trucks including; Vacuum, pressure washer, jack hammer, generator, valve exercising arm and related hydraulic systems, safety and area lighting

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: At least three (3) or more years of increasingly responsible experience as a Distribution Operator II exercising, maintaining transmission and distribution valves and related equipment with supervisory experience. Experience with a public utility is preferred

Training: Any combination of formal or informal training and education that provides the ability to read and write at a level required by assigned duties

Licenses and Certificates:

- ✎ Grade D3 Water Distribution Certificate – SWRCB, required
- ✎ Grade T1 Water Treatment Certificate – SWRCB , required
- ✎ Forklift Operator Certificate, required
- ✎ Confined Space Certificate, required
- ✎ First Aid Certificate, required
- ✎ Valid California Drivers' License, required
- ✎ Traffic Control Certificate, required
- ✎ California unrestricted class C driver's license
- ✎ Crane Operator Certificate, desired
- ✎ Water Technology Certificate, desirable

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities

- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

OTHER REQUIREMENTS

- ✎ Willingness to work nights, weekends, and overtime, as necessary
- ✎ May be required to serve stand-by duty as assigned by management

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date