

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **FIELD DISTRIBUTION OPERATOR
FOREMAN - CONSTRUCTION**

GRADE LEVEL: E16

SUPERVISOR TITLE: Field Services – Supervisor - Construction

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA



DEFINITION

Under limited supervision, supervise and perform highly complex and specialized water and wastewater utility-related construction duties

CLASS CHARACTERISTICS

This is the field first-line supervisor level classification in the field distribution operator class series. Positions assigned to this level provide supervision to journey level staff and independently perform highly technical and specialized construction duties at a level beyond that found at a journey level. Supervisory duties include assigning specific duties, ensuring completion and compliance with applicable standards, policies and procedures, as well as providing technical assistance, training, writing and conducting performance appraisals. 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, evaluate and supervise the work of a crew of field distribution operators, performing water utility-related construction duties; ensure completion of assigned duties for appropriate quality and timeliness
-  Write and conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination

- ✎ Plan, organize, and supervise all safety procedures at work site to include O.S.H.A. requirements, traffic control, confined spaces, trench shoring and/or underground utility locating
- ✎ Supervises crews and assists in the maintenance and repairs of water mains, water services, hydrants, valves, meters, and all related appurtenances
- ✎ Utilize Global Positioning System (GPS) to capture locations of District facilities; use Geographic Information System (GIS) technology to identify District facilities and provide feedback on as-built and engineering drawings
- ✎ Respond to and resolve difficult and complex citizen inquiries and complaints
- ✎ To investigate and prepare recommendations related to operational and administrative issues
- ✎ Coordinate with local agencies and contractors to ensure that all related operational issues are effectively resolved
- ✎ Maintain detailed records, including but not limited to daily reports, hot work permits, excavation check lists, leak reports, asphalt reports, purchase order request forms, material request forms, pictures, and time logs
- ✎ Train assigned staff and provide technical assistance as required; recommend work methods and procedures
- ✎ Deliver, maintain, operate, and provide training in the use of heavy equipment
- ✎ Operate, and work with all types of valves
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Methods, materials and equipment used in waterline repairs (steel, PVC, A/C, copper) and maintenance
- ✎ Advanced principles and practices of water and wastewater utility construction
- ✎ Applicable laws, codes, and regulations
- ✎ District rules, regulations, policies and procedures related to customer service and customer relations
- ✎ District sites and facilities
- ✎ Geographic Information System (GPS) Principles of work direction, coordination and training
- ✎ District CMMS, and other computer software required of the position

Ability to:

- ✎ Supervise and participate in a full range of construction services

- ✎ Diagnose problems (i.e., leaks and/or equipment failure) and provide effective solutions
- ✎ Coordinate assigned activities with the activities of other departments
- ✎ Operate a variety of hand and power tools
- ✎ Operate welding equipment
- ✎ Operate heavy equipment
- ✎ Establish and maintain cooperative working relationships
- ✎ Proficiently use personal, and laptop computers, and smart phone

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: Three (3) or more years of increasingly responsible journey-level experience in public utility construction with supervisory experience

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

Licenses and Certificates:

- ✎ Grade D3 Water Distribution Certificate – SWRCB, required
- ✎ Grade T1 Water Treatment Certificate – SWRCB, required
- ✎ Trench Shoring / Confined Space Certificate, required
- ✎ Traffic Control Certificate, required
- ✎ Fork Lift Operator Certificate, required
- ✎ First Aid Certificate, required
- ✎ California unrestricted class A driver's license, required
- ✎ Crane Operator Certification, required

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 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

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

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