



TOWN OF YOUNTVILLE  
JOB DESCRIPTION

---

**UTILITY OPERATIONS SUPERVISOR/MANAGER**

**GENERAL PURPOSE**

The Utility Operations Supervisor/Manager will plan, organize, and review the activities of the water treatment, wastewater collection, wastewater treatment, and recycled water operations in the Public Works Department. Manage, supervise and participate in a wide range of maintenance and repair related projects involving public infrastructure for water and sanitary sewage. May, at the determination of the Town Manager or Public Works Director, be assigned to other potential utility operations such as photovoltaic systems. Will coordinate Town fleet and equipment maintenance in compliance with all applicable regulatory operational, procedural and budget guidelines.

**DISTINGUISHING CHARACTERISTICS**

When filled at the Utility Operations Supervisor level this is the entry level supervisory management position, and when filled at the Manager level it is the journey level supervisory management position with significant field and administrative responsibilities for planning and delivering program services, responding to emergency situations, and supervising personnel. Requirements include evening and weekend hours and response to emergency situations. If filled at the Supervisor or Manager level, this position is classified as Fair Labor Standards Act (FLSA) Exempt.

The Utility Operations Supervisor/Manager will develop and implement Town programs, including but not limited to: job and safety training; infiltration/Inflow prevention; OSHA compliance; wastewater treatment plant operation; water well production and water treatment operation; annual budget preparation; representation of the Town to outside agencies and customers; prepare routine reports and perform cost analysis; employee development; and project prioritization and recommendations.

**SUPERVISION RECEIVED**

Receives administrative direction from the Public Works Director / Town Engineer and may receive project specific direction from the Town Manager.

**SUPERVISION EXERCISED**

Supervises the Utilities Operator-in-Training, Utilities Operator I and Utilities Operator II assigned to the Utility Operations Division and/or provides indirect or direct supervision other Public Works Department Maintenance Workers, mechanics, custodial support staff, clerical support staff, temporary and/or contract personnel, as assigned.

**DUTIES AND RESPONSIBILITIES** (Illustrative Only)

Serves as a member of the Town and Public Works Department's management team and participate in the development and implementation of Town goals, objectives, priorities, policies and procedures, project prioritization, and problem resolution.

Plan, direct, coordinate, supervise and review the work of assigned crews in scattered locations engaged in water and/or wastewater maintenance, repair, installation, construction, and vehicle maintenance.

Review, approve and may prepare requisitions for necessary equipment, material and supplies within purchasing authority. Prepare equipment and bid specification documents for review and approval by the Public Works Director / Town Engineer.

Complete and maintain a variety of records and reports including time and materials records, work reports, annual storm water management program reports, annual recycled water reports, and cost records.

Supervise, train, instruct, and motivate employees.

Recommend and enforce safety requirements, update hazardous materials handling procedures, and inspect against those standards; and assist in maintaining Material Safety Data Sheets (M.S.D.S.) records. Maintains safety records for Utilities Division.

Represent the Town in resolution of citizen inquiries and complaints and suggest corrective actions; study maintenance functions and recommend improvements; and process and resolve employee grievances.

Review and advise staff at various phases of work and give them specific support as needed; and discuss work progress and ascertain the amount of materials, supplies and staffing level needed.

Prepare budget estimates and other staff reports.

Evaluate staff's performance and prepare performance evaluation reports in a timely manner.

Monitor maintenance, repair, and capital improvement budgets of project sites to evaluate work progress, process, and quality; resolve work problems; determine additional needs; assure continuous support and follow-up.

Schedule, plan and coordinate staffing levels, equipment and supplies to complete designated tasks within established budget parameters. Assign, review, and evaluate the work of staff for accuracy, suitability, and completeness.

Keep informed of current trends and technology in areas of responsibility and apply to assigned functional area of responsibility.

Provide oversight and evaluation of contractor's work and verify work performed and billing for payment of work performed.

Estimate time and cost of projects to make the most economical use of Town labor and materials.

Participates in the development of capital improvement projects for utility operations which are in compliance with Town, State and Federal specifications, regulations, and procedures.

Recommends Town policies and implements programs and actions to maintain compliance with local, regional, state and federal laws and programs related to water, wastewater, solid waste, and worker and public health and safety. Responsible for compliance with National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Plant, NPDES Storm water Permit, and Recycled Water Permit including preparing forms and reports.

Coordinates projects with other departments, agencies, or teams, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints, and takes appropriate action. Provides backup and emergency

support to other Departments. Develop notification letters and other public information documents as appropriate.

### **ADDITIONAL EXAMPLES OF ESSENTIAL DUTIES**

Develop and manage a preventative maintenance program for the water treatment, floodwall pumps, recycled water, and wastewater systems operations.

Knowledge of testing, repair, and maintenance of all emergency water well delivery system components.

Provide quality control/quality assurance for water system operation and wastewater system operation including supervising laboratory testing, analyzing results and taking action to correct problems.

Requires an understanding of the Underground Service Alert process, coordinating and providing service to other Town operations in the identification of underground utilities.

### **PERIPHERAL DUTIES**

Monitors inter-governmental actions affecting Water and Wastewater Operations.

Exhibits and practices support for management decisions. Exhibits a personal commitment to creating and sustaining a pleasant, cooperative, and productive work environment.

Serves as member of various employee committees or other assigned groups; assures inter-departmental coordination and cooperation.

Represent the Town in related professional organizations as appropriate.

Serves as liaison with other agencies, public entities, and other Town departments.

Provide 24 hour standby assisted by an auto-dialer. Performs other duties as assigned.

May serve as Acting Department Head in absence of the Public Works Director

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Four (4) years of increasingly responsible experience in utility operations maintenance and repair

- A. At the Supervisor level, four (4) years of increasingly responsible experience in public works/utility operations maintenance and repair at a journey or lead level, including at least two (2) years of administrative and supervisory responsibility.
- B. At the Manager level, graduation from an accredited four-year college or university is highly desired, with at least six (6) years experience in supervisory/management position/ and experience in the public works/construction trade industry.

#### **Necessary Knowledge, Skills, and Abilities:**

- A. Materials, methods, practices, and equipment used in water production, wastewater, and fleet maintenance operations; types and level of maintenance and repair activities generally performed in a water, wastewater, vehicle maintenance program; occupational hazards and standard safety precautions necessary in the work as outlined in the Town's Injury and Illness Prevention Plan as required by SB198; principles of supervision, training, and performance evaluation; principles and practices of administration, budget and personnel management; hazards and accepted safety precautions in the construction trades and/or garage operations; and safe driving principles and practices.
- B. Ability to plan, organize, direct, review and supervise the work of semi-skilled and skilled maintenance personnel; evaluate maintenance needs and problems; identify materials and resources required to solve problems; read and interpret plans and specifications, work from sketches, penciled layouts and blueprints, prepare plans for minor projects; prepare and maintain a variety of records and reports; supervise, train, develop, motivate and evaluate employees; communicate clearly and concisely, both orally and in writing; hold subordinates accountable for performance and behavior; build trust and create a positive atmosphere within the department between subordinates and supervisors; follow through on assigned tasks and promises made; establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; estimate time, materials, and equipment needed to perform maintenance and repair work; make decisions and communicate the decision process and outcomes with subordinates and management team; establish a monitoring system for work accomplished, plans, goals and objectives; and remain calm in difficult situations, respond politely and courteously to citizen inquiries and complaints.
- C. Skill in operation of listed tools and equipment and basic First Aid; mechanics of pumps and motors; and developing and implementing improvements to systems and operations, which can improve the operational effectiveness of the Department.
- D. Skill in basic computer knowledge including use of word processing, spreadsheet software, and Microsoft Outlook (e-mail).

**Additional Knowledge, Skills, and Abilities:**

Geography of the Town, including location of pump stations, major utility systems, water production, distribution and storage systems, and wastewater system and facilities.

Understanding of the basic elements of microbiology, chemistry, hydraulics, and civil engineering as they relate to water production, storage and distribution, wastewater treatment, and recycled water distribution.

Other types of utilities located within the public right of ways such as electrical, gas, telephone, cable, telephone and data communications.

**SPECIAL REQUIREMENTS**

- A. Must possess a valid California driver's license with driving record satisfactory to the Town and the Town's insurance carrier.
- B. Must be physically able to move about on construction work sites and under adverse field conditions.
- C. Must possess a valid Wastewater Treatment Grade III Certificate issued by the California State Water Resources Control Board, Grade 1 Collection System

- Certificate, T2 Water Treatment Operator Certificate and a D2 Water Distribution Operator Certificate, or be able to obtain within twelve months from the date of hire, and;
- D. Any of the following are desirable: 1) Collection System Maintenance Technologist, 2) Cross-Connection Control Specialist, 3) Mechanical Technologist, 4) Backflow Prevention Assembly Tester, and 5) Sewer Treatment Plant Operator.
  - E. This employee is required to be registered in the DMV Pull Notice Program where the Town is notified of moving point violations.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, database, and project scheduling, and familiar with asset management or similar software for system information database; motor vehicle; phone; cell phone; and mobile radio.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspections of various land use developments, construction sites, or Town facilities. Hand-eye coordination is necessary to operate computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: \_\_\_\_\_  
Town Manager

Effective Date: \_\_\_\_\_

Revision History:

Version: \_\_\_\_\_ Effective Date: \_\_\_\_\_