



CITY OF BANNING, CALIFORNIA

Water Crew Supervisor (Distribution Specialist)

Job Code: 4130

FLSA ☐ Exempt ☒ Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of duties associated with supervising and performing the maintenance and installation of water services and water mains throughout the City's distribution system.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Supervises and assists in the maintenance and installation of water services and water mains in the City's distribution system. Maintains the water distribution system to ensure water service to the City. Provides adequate, safe, potable water supply to the citizens. Repairs main leaks and service lines including valves, meters, fire hydrants and other water system operation equipment. Responds to emergency calls and customer inquiries.

Operates heavy equipment and assists employees with water treatment maintenance, repair, production and distribution. Locates water lines and valves for construction contractors and employees. Assists in the maintenance of the Water Division inventory. Supervises the completion of repairs and minor modifications to ensure continued operational capability of systems production and distribution of water.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of water treatment operation methods and techniques.
- Knowledge of supervision principles.
- Knowledge of water production, distribution, maintenance and repair practices and procedures.
- Knowledge of the use in water system operation equipment and tools.
- Knowledge of safety practices in confined space, traffic control, and trench safety.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** four (4) years of experience installing, maintaining and repairing water systems that includes one (1) year of supervision.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a California State Department of Health Services license in Water Treatment Grade T-2, Distribution D-2 and class B California commercial driver license. May be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. Depending on the needs of the City, incumbents in this classification will be required to obtain and maintain additional licenses or certifications and C.E.U. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back or stand-by schedules. May be required to respond to an emergency within thirty (30) minutes.