



## Utilities Supervisor

Job Type: Full Time with rotating on-call

Salary & Benefits: \$90,000-\$125,000 Annually, depending on qualifications.

### **Minimum Qualifications**

- High school diploma or equivalent
- Possession of a valid T2 & D2 System Operator Certificate issued by the State Water Resources Control Board is required
- Possession of a valid Grade 3 Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board
- Minimum of 7 years of experience performing and/or supervising the operation and maintenance of a public water distribution, wastewater collection and wastewater treatment systems with at least 2 years of lead or supervisory responsibility
- Familiar with PC applications such as Windows, Excel, Spreadsheets and Internet
- Have good communication (both written and verbal) and organizational skills
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include standing, walking, sitting, for extended periods of time, lifting, pulling, pushing heavy loads (up to 50lbs.), digging, bending, kneeling, stooping, crouching, crawling, climbing, reaching over head with arms, use of hands to grip, grasp, handle or feel
- Valid California Driver's Class C License
- Overtime and on-call duties are required with a maximum 30 minutes response time

### **Technical Skills and Experience**

- Intermediate Math skills
- Knowledge of hydraulics, chemistry and biology in water and wastewater treatment
- Advanced Mechanical Skill Set
- Understanding of sampling, discharge and reporting requirements for compliance to State and Local Agencies

## **Qualities of a Successful Utilities Supervisor**

- Trustworthy; strong personal integrity
- Demonstrates strong level of accountability and ownership
- Collaborative/Team oriented
- Ability to supervise, assign, inspect and evaluate the work of others
- Motivate and evaluate staff and provide for their training & development
- Organized with strong attention to detail and time management and scheduling skills
- Oversee and adhere to safe work practices

## **Essential Duties and Responsibilities**

- Provide direction, and oversight to Contract utility workers
- Assist in Budget Preparation, Analysis and Implementation
- Assist with repair monthly Operations, Maintenance and Production Reports
- Monitor and schedule vehicle maintenance, repairs and licensing.
- Assist with and/or perform scheduling and supervising contracted work
- Review, inspect and coordinate development construction projects
- Perform and oversee maintenance and repair of District equipment and facilities
- Analyze the water distribution system maintenance problems, evaluate alternative, recommend the most effective course of action and implement that action
- Collects samples for analytical purposes
- Performs basic and intermediate laboratory analytical techniques on water samples
- Performs calculations related to dosing, flow rates, and other weights and measures
- Prepare concise records, reports and other written material
- Conduct and/or supervise water meter installations, maintenance and monthly reads
- Underground Service Alerts – locate and mark
- Share on-call and weekend duties
- Respond to customer inquiries/complaints
- May require after hour work due to 24 hour system operations.
- Available for emergency response, 24 hours/day, seven days/week
- Performs other duties as assigned

The above job description is not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills or competencies associated with this job. Please submit your completed application to: [avilacsd@gmail.com](mailto:avilacsd@gmail.com). The deadline for applications is midnight on Friday, October 6th, 2023.