



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

OPERATIONS AND MAINTENANCE SUPERVISOR

Group-Section: Water System Operations	FLSA Status: Exempt Bargaining Unit: SUPV	Salary Grade: 55 Job #: 636
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JOB SUMMARY

An Operations and Maintenance Supervisor is Metropolitan's representative responsible for providing oversight, coordination, and completion of the work of one or more trades or specialized skilled craft areas to provide maintenance, repair, or construction services in support of Metropolitan's operations. Areas of trades include building and construction; heavy equipment operations; pump plant equipment maintenance; road, and reservoir maintenance repair.

DISTINGUISHING CHARACTERISTICS

Monitors, inspects, provides oversight, and technical guidance in one or more of the following areas: welding, carpentry, construction, concrete, hydraulic systems, plumbing, excavation/shoring, metal fabrication, industrial and architectural coating, building codes, distribution systems, large valve repair, heavy equipment operation .

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group or Group Manager.

Supervision Given: May exercise technical and/or functional direction over assigned staff.

JOB DUTIES

1. Plans, organizes, coordinates, schedules, and monitors work activities, provides technical oversight and assistance, and ensures quality and timeliness of completed work for areas of trades including building and construction; heavy equipment operation; pump plant equipment maintenance; road, construction and maintenance; and reservoir maintenance and repair.
2. Oversees the day to day operation of construction sites; enforces workplace safety rules by Metropolitan policy or mandated by law including arranging and obtaining safety clearances; ensuring environmental aspects are considered on job sites;
3. Uses and provides oversight on specialized equipment and machinery including, heavy equipment, hand and power tools, cranes, gas and air analyzer, generators, light towers, submersible dewatering pumps, hand, hydraulic, air, and power-actuated tools.
4. Identifies and coordinates resources required to mitigate hazards and assists in coordinating all issues pertaining to disposal of wastes.
5. Prepares or obtains general work and Industrial Health permits and clearances including fire safety, digging, drilling, and coring, and material and equipment passes (lockout/tagout) required to execute the project.

6. Inspects and ensures that all required inspections have been performed and records conform to specifications; works with Metropolitan inspection teams to ensure project requirements, regulatory authorities, and other agency requirements are met.
7. Assists in developing work and resource plans; monitors request for information and change order logs; and initiates and controls changes or modifications to scope of work.
8. Assesses work scope completion; receives contractor and suppliers invoices; and verifies accuracy.
9. Confirms that employee and equipment certifications are up to date and operational and maintains daily progress reports throughout the project.
10. Coordinates procurement of required materials and maintain records of the cost of work performed and materials.
11. Assists in creating a cost and resource loaded construction schedule and production of cost estimates.
12. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education and experience equaling 6 years of increasingly responsible building, mechanical experience, of which 2 years must have been in a lead position at a journey level. An example of a combination of education and experience would be:

High school diploma or general education development test (GED) and 6 years of increasingly responsible building, mechanical experience, of which 2 years must have been in a lead position at a journey level; or an associate's degree from an accredited college or technical school and 4 years of increasingly responsible building, mechanical experience, of which 2 years must have been a lead position at a journey level; or bachelor's degree from an accredited college or university and 2 years of increasingly responsible building, mechanical experience, of which 2 years must have been in a lead position at journey level.

Required Knowledge of: All phases of building construction; building materials, tools, and machines; building material costs and wages; environmental regulations and other applicable regulations, safety, procedures and codes including the National Building Code, Cal-OSHA Act & Regulations for Construction Projects, and other applicable life safety codes; construction management software systems and other applicable software systems; emergency response policies and procedures; policies and procedures related to area of specialization; project budgetary, monitoring, tracking, and reporting concepts.

Job Title: Operations and Maintenance Supervisor

Job Code: 636

Adopted:

Revised: 04/29/12

Supercedes: 9/27/2010

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Required Skills and Abilities to: Read and interpret engineering drawing, sketches and specifications for construction; handle multiple jobs simultaneously requiring coordination with various internal staff and/or external agencies; operate specialized equipment, machinery, and heavy equipment, hand and power tools, cranes, gas and air analyzer, generators, light towers, submersible dewatering pumps, and hand, hydraulic, air, and power-actuated tools; safety and good housekeeping skills; communicate clearly and concisely, both verbally and in writing; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead, onsite training; and operate office equipment including computers and supporting applications.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

- Construction Estimator certification
- Earthquake Emergency Response certification
- Forklift operator certification
- Valid California Class C Driver License with appropriate commercial license endorsements that allows you to drive in the course of your employment

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Expectations of Hours of Service, Emergency and Stand-by Service: Employees in this position may be required to maintain a flexible work schedule and work outside normal hours as required.

Physical Demands: The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, and crouching or crawling in restricted areas.

Work Environment: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, e.g., irritant chemicals, working at great heights under extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

Vision Requirements: Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Color vision (ability to identify and distinguish colors); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).