

**CLASSIFICATION SPECIFICATION**

**Approval Dates:**

City of Long Beach  
WATER DEPARTMENT

Civil Service Commission

**TITLE:** WATER UTILITY SUPERVISOR I, II

**DEFINITION:**

Under direction, plans, supervises, coordinates and participates in the installation, repair and maintenance of water and sewer mains, sewer manholes, sewer laterals and water service laterals, large valves, fire hydrants, meters, water and sewer pumping, treatment, storage and control facilities.

**REPORTS TO:**

Grade Level I: Water Utility Supervisor II

Grade Level II: Water Operations Officer, Water Treatment Superintendent, Support Services Officer or Sewer Operations Officer.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I: Supervises and participates in the work of one or more crews.

Grade Level II: Supervises the work of multiple crews and/or performs the more complex duties of the classification.

**EXAMPLES OF DUTIES (including but not limited to):**

**Grade Level I:**

- Supervises one of the following crews or activities:
  - Emergency Services Responses
  - Water Billing Investigation
  - Water Valve Operations
  - Water Valve Repair
  - Fire Hydrant Flushing
  - Fire Hydrant Maintenance
  - Water Meter Exchange
  - Water Meter Repair
  - Water Main Construction
  - Water Service Construction

- Sewer Pump Station Maintenance
  - Sewer Pipeline Inspection
  - Sewer Pipeline Cleaning
  - Sewer Pipeline Repair
- Plans, assigns, directs and trains subordinate personnel engaged in water and sewer customer field services or installation, maintenance and repair of water and sewer services, valves, controls and other apparatus used for the metering, distribution of water or sewer mains, manholes, laterals and pump stations used for the collection and transport of sanitary sewage.
  - Ensures compliance with the Department safety standards and procedures; develops and maintains safe operating procedures and work standards.
  - Investigates water and sewer related customer calls and billing inquiries, notifies customers of water and sewer service interruptions.
  - Produces and reviews video tapes of sewer lines to determine stoppage locations and condition of lines.
  - Operates a variety of tools and heavy equipment; such as, forklifts, pavement breakers, jackhammers, tampers, cement cutters, tapping machines, valve operators, cutting torches, grit blasters, ten-wheelers, gas detectors, sewer pipeline video equipment, sewer pipeline water jetting and mechanical rodding equipment; respirators, confined space entry apparatus, concrete mixers, truck mounted and stationary cranes, portable pumps and compressors, and pesticide application equipment.
  - Coordinates installation of shoring and enters confined spaces.
  - Makes taps on water mains.
  - Responds to emergencies on a 24-hour basis.
  - Participates in selection, evaluation and discipline of subordinate personnel.
  - Performs other related duties as required.

**EXAMPLES OF ADDITIONAL DUTIES:**

**Grade Level II:**

- Supervises one of the following sections or shops:
  - Emergency Service Section
  - Main Construction Section
  - Service Construction Section
  - Sewer Pipeline Section
  - Sewer Pump Station Section
  - Water Meter Shop
  - Facility Maintenance Section
- Reviews construction documents to ensure conformance with Department standards and guidelines.
- Serves as project inspector, reviewing invoices and verifying payment for the trench paving programs with City contractors.

- Prepares purchase requisitions.
- Participates in selection, evaluation and discipline of subordinate personnel.
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

- High school diploma or equivalent.
- Open to current City employees with three or more years experience in the construction, operation, maintenance and repair of water distribution and/or sewage collection facilities, including a minimum of three years as a Water Utility Mechanic or as a Senior Equipment Operator.
- Good working knowledge of supervision, safety and the methods, materials, tools and equipment used in installation, maintenance and repair of water distribution and/or sewer collection facilities.
- Ability to communicate tactfully and effectively with the public.
- Knowledge of the operation of heavy equipment, installation of shoring, traffic control and safety procedures including working in confined spaces and use of self-contained breathing apparatus.
- Ability to respond to emergency call-outs on 24-hour basis. Applicant must be willing to wear a pager and be able to report to Operations Service Center for emergency calls within a thirty-minute time frame.
- Valid California Class C driver license is required; class B with tanker endorsement may be required within six months of hire.