



EMPLOYMENT OPPORTUNITY

With the

City of South Pasadena

1414 Mission Street, South Pasadena, California 91030-3214

Telephone: (626) 403-7312

Water Distribution Supervisor

OPEN UNTIL FILLED

Water Funded Position

Water Distribution Supervisor: \$4,736-\$5,756 per month

The City of South Pasadena is recruiting for the position of Water Distribution Supervisor. Under direction, supervises the Water Distribution Division, customer services; oversees a staff of six who perform a variety of unskilled and semi-skilled maintenance, repair, and general construction work in the Public Works Water Division; and performs other related duties as required.

Filing Deadline:

A City Employment Application must be completed and sent to the Human Resources Office, at 1414 Mission Street, South Pasadena, CA 91030. Resumes and faxes will not be accepted in lieu of completed applications. The recruitment is Open Until Filled.

Example of Duties

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties, which are not listed below.

Plans, organizes, and supervises work involving the installation and repair of the water services, main lines, and hydrants. Supervise meter repair and replacement; customer service activity regarding water quality/service and meter reading activities; coordinates City's cross-connection control program.

Determines maintenance schedules and work methods; instructs subordinates in work methods and safety procedures; troubleshoots difficult or unusual problems; inspects completed work; reviews and approves time cards and leaves; interviews and makes hiring recommendations; evaluates the performance of subordinates; participates in disciplinary actions. Participates in the work of the unit as necessary.

Orders materials and supplies; obtains bids for equipment; assists in budget preparation; maintains daily and monthly reports of work activities; prepares written reports as necessary.

Coordinates work activities with other work units, departments, and agencies; responds to customer calls and complaints; issues work orders.

Works on developing and/or reviewing policies and procedures relating to water distribution activities and perform related duties as assigned.

Special Requirements

Must possess a Grade III Water distribution Certificate issued by the California Department of Public Health, with ability to attain a Grade IV certificate within 18 months. Must also have a Cross Connection Program Specialist Certificate. Must be able to participate on the stand-by call rotating schedule and be able to respond within 45 minutes.

Requirements

A valid California Class B Driver's License.

Education/Experience

Must possess a high school diploma; have four years of increasingly responsible experience performing similar operation and maintenance work; as performed within the Water Distribution unit; with two years at the lead-level or any combination of training, and/or experience that would likely provide the desired knowledge and abilities.

Knowledge/Skills/Abilities

Knowledge of principles of supervision and training methods, tools, materials, and types of equipment used in water production and distribution; water sampling techniques and procedures; pump operation and repair; basic math; electrical theory and control systems; state and local laws and regulations pertaining to water systems; City Policies and procedures, hazards and safety precautions of the work.

Ability to plan, organize, and supervise the work of employees; establish and maintain good working relationships with employees and the public; analyze work situations and determine a course of action; maintain records and prepare reports; read and follow plans and drawings; and perform manual labor.

The ability to plan, organize and coordinate program activities; establish and maintain cooperative professional working relationships; communicate clearly and concisely, orally and in writing; and have excellent customer service skills.

Physical Demands

Active physical work without prolonged heavy exertion. Physical demands include occasional lifting of objects up to 50 pounds, combined with bending, twisting, working above ground or on irregular surfaces.

Working Conditions

Continuous exposure to unpleasant elements such as dust, fumes and odors, dampness, raw sewage, noise levels, or outside weather conditions.

Selection Process

Candidates determined to be most qualified on the basis of education and experience shall be invited to participate in an interview.

Benefits

Participation in the California Public Employee's Retirement System (PERS); accrued sick and vacation leave; Medical, Dental, and Vision Plans.

Employment Applications are available at City Hall, on the City's website at www.ci.south-pasadena.ca.us. Please submit your completed application to: Human Resources Office, City of South Pasadena, 1414 Mission Street, South Pasadena, CA 91030.

To Apply

All applicants must be able to prove legal United States residency at the time of appointment.

NOTE: The provisions in this job flyer do not constitute an expressed or implied contract; and any provisions contained in this flyer may be modified or revoked without notice.

EOE
FLSA-Non Exempt Position

(Re-Posted 12/22/2011)

ABOUT THE CITY

The City of South Pasadena is a charming community, situated only six miles from downtown Los Angeles. Called the City of Trees, the area is known for its stunning homes, unique small businesses, and top quality schools. South Pasadena's diverse population of about 25,000 occupies a mere 3.44 square miles of flatlands and hillsides on the west side of the San Gabriel Valley. More than 100 acres of parks and playgrounds blanket its landscape and more than 21,000 trees adorn its streets. The quiet, historic character of its attractive neighborhoods is a testament to the preservationist efforts of residents in protecting both its architectural and natural beauty. The city enjoys a low crime rate and the benefits of a close-knit, participation-oriented community.

Its busiest street, Fair Oaks Avenue was an important link in the original Route 66 and remains a vital thoroughfare today. A Gold Line station provides a light rail connection to downtown Los Angeles and the regional transportation system. Mission Street and its vicinity are dotted by fine restaurants, downtown lofts, and unique shops. The city also is home to its own beautiful library, located inside a picturesque park.

South Pasadena continues to honor its traditions by conducting its own long-running 4th of July Parade, known as the Festival of Balloons. Residents also craft the city's own float for the New Year's Tournament of Roses Parade, held annually a few miles north. Like so many other local activities, these events are coordinated by a cohesive assortment of City staff teamed with volunteers from the many vibrant clubs and organizations. While respecting its illustrious past, the City of South Pasadena looks forward to shaping its future.

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South Pasadena, California 91030-3298
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www.ci.south-pasadena.ca.us/employment
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