

**JOB DESCRIPTION**

<b>Job Title</b>	Technical Services Support Supervisor	<b>Supervisor</b>	Principal Engineer
<b>Department</b>	Facilities & Operations	<b>Class Group</b>	Supervisor, Professional Confidential
<b>Division</b>	Technical Services	<b>Salary Grade</b>	M83
<b>Section</b>	N/A	<b>FLSA Status</b>	Exempt

*This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.*

**BASIC JOB SUMMARY**

Under direction of the Principal Engineer, the Technical Services Support Supervisor supervises the technical and administrative aspects of new customer service, performs field inspections, assist in construction management, drafting services update of construction records and utility notices. The Civil Engineering Associate is responsible for creating work procedures and work standards shifting work assignments across disciplines as necessary to accomplish objectives. The Technical Services Support Supervisor also performs special projects and related duties as required.

**ESSENTIAL DUTIES    WEIGHT**

**Duty 1**

Monitors the work progress of employees; schedules and assigns work ensuring the work unit objectives are met. Assignments include Capital Improvement projects and assist Operations and Maintenance staff with technical assistance and various capital outlay projects in the budget.

**Duty 2**

Supervises and participates in the easement, right-of-way and fee title processing; reviews plats and legal descriptions; reviews title documents.

**Duty 3**

Manages fee programs such as connection fee and standby charge program, commercial compliance program and sub metering program; reviews procedures and paperwork generated by work unit for accuracy.

**Duty 4**

Supervises drafting activities, record management of construction plans and plans of record and construction records management.

**Duty 5**

Supervises and assists with providing information to owners/developers/engineers regarding new development; provides fire flow certificates; collects connection fees and may distribute temporary water meters. Reviews plans and specifications prepared by developers of subdivisions and consultants for conformance to District standards and specifications; coordinates preparation and completion plan changes, documentation and agreements.

**Duty 6**

Coordinates contract administration for small projects; conducts pre-construction meetings; collects needed documentation from contractor for bonding and insurance; processes change orders; prepares contract correspondence and progress pay estimates; reviews, resolves and negotiates contractor claims; approves final payment.

**Duty 7**

Performs administrative/technical analysis for a variety of activities such as database maintenance of capital improvement programs for budget preparation, connection fee analysis, cash flow projections,

**Duty 8**

Performs field inspection and assist Engineers in construction management tasks.

**Duty 9**

Supervises the work of facility inspectors; schedules and assigns work; trains inspectors in inspection techniques and methods including proper work procedures, standards and safety practices; reviews work in progress or upon completion for compliance with applicable standards and regulations; assists with the selection of new employees; prepares and conducts employee evaluations, conducts informal counseling on work issues, prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and carries out approved disciplinary actions.

**QUALIFICATIONS**

***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- ◀ Civil engineering principles for water and sewer system design;
- ◀ Plan check and design review processes and procedure;
- ◀ Land surveying techniques;
- ◀ Real estate title and transfer practices and procedures;
- ◀ Engineering mathematics;
- ◀ Applicable State laws and codes;
- ◀ Engineering and business software applications;
- ◀ GIS software and CIS software.

***ABILITY TO:***

- ◀ Prioritize and assign work to staff;
- ◀ Perform research, apply critical thinking, and make recommendations;
- ◀ Ability to use GIS database;
- ◀ Apply District rules/regulations and applicable state codes/laws;
- ◀ Communicate effectively both orally and in writing;
- ◀ Establish and maintain effective relationships with others contacted in the course of work.

***PHYSICAL AND SENSORY REQUIREMENTS:***

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;
- ◀ Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records
- ◀ Operate safety devices and equipment and apply proper safety procedures in hazardous environments;
- ◀ Ascend and descend ladders and stairs;

Las Virgenes Municipal Water District

- ◀ Tolerate physical presence at height of up to 100 feet on catwalks and walkways of large structures;
- ◀ Withstand periods of physical exposure to fumes, odors, and dust, without incapacitating adverse effects;
- ◀ Safely enter and leave confined spaces;
- ◀ Walk on uneven and slippery surfaces;
- ◀ Ability to travel to different sites and locations.

**TRAINING AND EXPERIENCE GUIDELINES:**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** High school diploma or equivalent supplemented with completion of two (2) years of course work in civil engineering, geography or planning. A Bachelor's degree is highly desirable.

**EXPERIENCE:**

Four (4) of engineering design or inspection or construction experience and some experience with GIS applications and municipal/county agency real estate activities.

**REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:**

A valid California class C driver's license must be maintained at all times.