

JURUPA COMMUNITY SERVICES DISTRICT DEVELOPMENT SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the direction of the Director of Operations and Engineering, supervises the work of Development Services Representatives and the Safety Coordinator; implements methods to measure and improve customer satisfaction in the management of the development programs of the District which include the tract, commercial and in-fill. Takes actions needed to move the district toward achieving its strategic goal of providing excellence in area development and in safety programs; supervises assigned staff; performs related work as assigned.

CLASS CHARACTERISTICS

This is a single position class and the incumbent reports directly to the Director of Operations and Engineering and is responsible for the overall administration and management of the District's Development and Safety Department. The incumbent is expected to demonstrate a high level of professional/administrative expertise and initiative in establishing and maintaining efficient and effective departmental operations consistent with Board policies and administrative guidelines established by the General Manager. The incumbent must also function as a member of the District's management team and participate actively in addressing issues of concern to the District, which at times may not have a direct impact on the incumbent's area of specialization.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Participates in the development and implementation of all programs, goals, objectives, policies, and procedures as they pertain to the development and safety department.

Administer and supervise the implementation, execution and completion of department plans and projects.

Provide technical guidance and/or direction to subordinate staff.

Works with District engineering and project staff and consulting engineers when needed, regarding routine repair, replacement, operations and maintenance work for all the field departments; reviews capital improvement and new development plans for consistency with field operations; attends, or delegates the attendance of, all pre-job conferences. Manages the supervision of the coordination of all field activities, and that of contractors contracted to the District for repairs, replacement and maintenance of all field work; works with engineering and project staff and consulting engineers in establishing construction standards.

Responsible for the direct supervision of the Development/Engineering Representatives, the Safety Program coordinator and supervises the performance of the field inspectors (Webb).

Oversees the planning, organization, and coordination of the District's safety program in unification with the Safety Program Coordinator. Insures that the Safety Program Coordinator effectively implements the Injury and Illness Prevention Program (IIPP).

Performs research and prepares recommendations; meets and confers with other management personnel to resolve problems and coordinate activities.

Selects department employees; plans, organizes, and assigns work; develops and establishes work methods and standards within department; development; reviews and evaluates employee performance; recommends and works with Human Resources to initiate disciplinary action.

Confers with engineers, contractors, District staff, representatives of other public agencies, developers, and members of the general public in addressing problems and issues of concern to the District.

Advises and otherwise provides assistance to District Management, District staff, and the public regarding the operations of the District's Development and Safety Department.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school, supplemented by college level courses in engineering, construction or a closely related field and a minimum of ten years of progressively responsible experience in the production, operations, distribution, construction, and maintenance of water and wastewater systems, water and wastewater treatment plants, including a minimum of five years in a supervisory capacity.

Knowledge and Skill Levels

Thorough knowledge of principles and procedures of development and safety programs. Federal, State and local laws regarding development programs regulations and Field inspection practices. District policies and procedures; safety programs and practices; principles, practices, and procedures of public administration, management, supervision, and modifying administrative procedures; principles of budget preparation and control.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; stand or walk for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 25 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to perform assigned tasks.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record within six months of employment.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Possession of valid DPH Water Distribution Grade IV Certificate; DPH, Water Treatment Grade II Certificate.

FLSA - EXEMPT

Range 106 \$5959 - \$7244

1300 Admin/job description /reviewed 12/07