



JOB TITLE: WATER OPERATIONS SUPERVISOR

DEFINITION

Organizes, directs, supervises, and participates in the operation, maintenance and repair of the City's water filtration plant, storage reservoirs, wells, booster stations, control valves, associated controls and the supervisory control and data acquisition system. Supervises the monitoring of the distribution system and production facilities. Participates in daily operations and maintenance duties as needed.

DISTINGUISHING CHARACTERISTICS

This mid-management level class is the first line supervisory level in water operations. The incumbent is responsible for implementing policies and procedures to ensure efficient water production of adequate supply and quality in compliance with federal, state and local regulations. Employees in this job class direct, coordinate, supervise, and formally evaluate the work of others.

SUPERVISION RECEIVED AND EXERCISED

- Receives general to limited supervision from the Assistant Director of Public Works and Utilities.
- Exercises supervision of assigned staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include but are not limited to the following:

- Organizes, directs, schedules, trains, and formally evaluates the work of Water Plant Operators
- Supervises the monitoring of plant processes and related site operations; makes or directs operational adjustments as necessary
- Assists with the maintenance and repair of electrical and mechanical systems; supervises installation and repair of electrical and mechanical equipment at all pumping locations; performs the more skilled work
- Troubleshoots and repairs problems in hydraulic, pneumatic, electro-mechanical, and electronic control systems
- Reviews plans of new projects to assure consistency with existing control schemes and the SCADA system
- Supervises and participates in or directs the installation, maintenance, and repair of chlorinator systems
- Ensures that process and water quality meet federal and state standards and that personnel stay current with new developments in methods and technology; recommends improvements to procedures and equipment
- Ensures all necessary governmental reports are produced, and permits maintained to meet various agency requirements for operation
- Assists in budget preparation
- Recommends construction improvement projects and system improvements

- Implements and oversees the division's computerized maintenance management program
- Trains employees in safe and proper work methods and practices
- Responds to emergency calls
- May perform any of the duties assigned to Water Plant Operators
- Supervises response to water quality complaints
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- operation, maintenance, and cleaning of a slow sand filtration plant
- methods, materials, tools and equipment used in water distribution system operations and maintenance, electrical installation and repair work
- operations and maintenance principles of wells, pumps, motors, engines, hydro-pneumatic systems, valves, electrical panels, controls, chemical feed equipment and related water treatment or distribution system equipment
- water sampling and testing procedures
- state and federal regulations and laws related to water quality, production and supply sources
- computer applications related to SCADA and control systems, maintenance management systems, word processing and report generation
- safe work practices and safety procedures pertaining to water treatment plant and distribution system operations; including storing hazardous chemicals, confined space entry and employee right to know regulations
- principles and techniques of supervision including staffing, employee development, and planning and organizing work

Ability to:

- plan, organize, schedule, supervise, train, review and formally evaluate the work of others
- perform complex and skilled operation and maintenance functions related to a water plant, distribution system and related equipment and machinery
- skillfully and safely operate power equipment
- read, interpret, and work from plan, maps, specifications, schematics and manuals
- diagnose and repair electrical, mechanical, and operational problems
- estimate material and equipment needs
- take water samples
- operate applicable computer software programs as required to control the treatment plant and water distribution system
- generate correspondence, emails, memos, reports, maintain maintenance records and to perform other similar tasks as required
- prepare and maintain a variety of accurate written and computerized records and reports
- interact tactfully and courteously with the public
- carry, push, pull, reach, and lift equipment and parts weighing up to 80 pounds
- grasp with right and left hands
- hear adequately to converse on a telephone and in person
- drive an automobile
- use fine hand manipulation
- hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
- use a keyboard
- establish and maintain cooperative working relationships

- climb vertical ladders to heights of over 30 feet
- work safely
- obtain certification as required by the City
- establish and maintain effective work relationships with those contacted in the performance of required duties

OTHER REQUIREMENTS

- Must be clean shaven at all times as required to wear respiratory protection equipment
- Willingness to take "on call" duty 24 hours a day for seven day intervals and be within a 45-minute emergency response time under normal traffic conditions
- Willingness to work nights, weekends, holidays and overtime as needed during emergencies and while taking "on call" duty

TRAINING AND EXPERIENCE

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

- AS degree in water technology
- Four years of increasingly responsible experience performing water treatment and distribution systems operations and maintenance work

LICENSE

- A valid California Class C driver's license, including a safe driving record
- Grade T3 Water Treatment Operator Certificate issued by the State Department of Health Services
- Grade D4 Water Distribution Operator Certificate issued by the State Department of Health Services