VALLECITOS WATER DISTRICT

WATER SYSTEMS SUPERVISOR

DEFINITION

Under direction, plans, oversees, and reviews the work of staff performing water distribution systems operations, maintenance, and water quality assurance duties; serves as Chief Operator of a Water Distribution Grade 5 system; personally performs the work supervised; makes recommendations for action and assists in policy, procedure, and budget development and implementation; performs related duties as required.

CLASS CHARACTERISTICS

This is the first line supervisory level in Water System Operations, responsible for overseeing the function of the Water Distribution department, including supervising assigned staff. This class is distinguished from the Operations and Maintenance Manager, which is responsible for all District maintenance, operations, and construction functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Plans, assigns, supervises, reviews, and evaluates the work of assigned staff; provides staff training and development; assists in the selection of staff; reviews work for accuracy and compliance with department standards; studies and standardizes procedures to improve department efficiency; participates in necessary disciplinary actions; writes performance appraisals; ensures high level of customer service; provides assistance to staff in resolving problems; ensures safe work methods are followed and appropriate safety precautions and equipment are utilized; and conducts safety meetings;
- Oversees and personally performs the operation and maintenance of valve regulating, chlorination, pumping station, reservoir, and other related facilities and equipment; maintains operations manuals and logs, directs laboratory scheduling and testing activities; monitors and analyzes remote telemetry systems;
- Evaluates work methods and operations; estimates time and material costs using CMMS; requisitions supplies and equipment; evaluates and institutes changes in work methods and priorities; institutes changes to increase effectiveness to meet department objectives; participates in the preparation of the department budget and monitors expenditures;
- Performs laboratory procedures as necessary, and to the standards of an Environmental Laboratory Accreditation Program (ELAP) certification, such as media development, quality assurance, and quality control; serves as Distribution laboratory director for ELAP certification;
- Reviews project plans and drawings with staff, making changes based on field observations and operational problems; inspects projects in progress and upon completion;
completion; provides technical advice and assistance on problems and/or unusual situations;

- Maintains records and prepares a variety of reports and memos on work performed, materials and equipment utilization, and vandalism; maintains daily and monthly reports;
- Coordinates work with other agencies, divisions, and sections; responds to questions and complaints from the public and other agencies; responds to emergency situations;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Principles and practices of employee supervision including selection training, work evaluation, and discipline;
- Methods, materials, tools, and equipment used in water distribution systems operations and maintenance and water quality assurance work;
- Relevant occupational health and safety regulations and guidelines; safe work methods and safety practices pertaining to the work;
- Routine process control tests and laboratory procedures;
- Operation and maintenance of a wide variety of equipment and hand and power tools used in the work;
- Principles of electronics;
- Shop mathematics;
- Applicable laws and regulations;
- Computer applications related to the work.

Ability to:
- Communicate clearly and concisely, both orally and in writing;
- Research and prepare complex reports on a variety of subjects;
- Plan, direct, and coordinate water distribution systems operations and maintenance work and water quality assurance programs;
- Select, train, supervise, and evaluate employees; make decisions regarding operational and personnel functions;
- Read and interpret plans, maps, specifications and/or manuals;
- Estimate labor, material, and equipment needs; assist in planning, preparing, and enforcing a balanced budget;
- Take samples and run routine laboratory tests according to established guidelines;
- Respond to emergency and problem situations in an effective manner; deal constructively with conflict and develop effective resolutions;
- Understand, explain, and apply policies and procedures;
- Assist in developing comprehensive plans to meet future District needs/services; develop new policies impacting department operations/procedures;
- Operate and maintain a variety of tools and equipment;
Establish and maintain effective working relationships with those contacted in the course of the work.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: high school graduation or equivalent, and four years of experience in water distribution systems and maintenance, with at least two years in a lead or supervisory role. An Associate’s degree in water technology is desirable.

Licenses, Certificates, and Special Requirements

- Possession of, or ability to obtain, a Class C California driver's license and a satisfactory driving record;
- Possession of a State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 5 (D5) certificate is required;
- Possession of a SWRCB Water Treatment Operator Grade 2 (T2) certificate is desirable;
- Must be medically approved for all respirators.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are regularly required to sit; stand; walk; use hands and fingers to grasp and feel; reach with hands and arms; talk or hear. Employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Employees must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works in office environment. Employee frequently: Employee occasionally: works outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; travels in District vehicles; exposed to hazardous materials; works on slippery surfaces; works in confined or cramped positions; exposed to unusually loud sounds. Some work done more than 12 feet above ground. Employee may get part of body and/or clothing wet; works in or around areas with major amounts of dust and common allergy-causing agents. Potential electrical shock exposure.
I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature  Date
______________________________________________________________________
Supervisor Signature  Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.