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**Position**      **Water Operations Supervisor**

**Reports to**    Operations Manager

### **Basic Function**

Under general supervision, plans, schedules, coordinates, monitors and supervises the work of field employees performing assignments related to the operations, maintenance and construction of the potable and non-potable water systems.

In addition, this position records and analyzes production, maintenance and construction data; compiles statistical reports; prepares written correspondence including administrative reports, contracts for materials or services, regulatory compliance and performance evaluations; maintains data and records using modern office technology.

### **Supervision**

Receives direction and general supervision from the Operations Manager; reports to the General Manager in the absence of the Operations Manager. Supervises and leads the operations team.

### **Distinguishing Characteristics**

This is the supervisory position in the Operations Department and is distinguished from the Operations Manager in that the latter is the management level with the responsibility for oversight of all operations and maintenance functions. It is distinguished from the Lead Water Facilities Operator which is responsible for supervision of a crew during a shift.

### **Typical Duties**

Duties may include, but are not limited to, the following: Schedule and direct the daily activities of field employees involved in the operations, maintenance and construction of the potable and non-potable water system including meters and field customer service; supervise field employees including work assignments, training, employee development, performance evaluation and participation in the selection process; monitor and inspect construction of District facilities by contractors; confers with contractors, developers and governmental representatives in matters relating to the water system; assumes primary responsibility for requests to locate water utilities received from Underground Services Alert; directs the maintenance of landscaping and grounds around District facilities.

Prepares work plans for major maintenance, construction and emergency repair projects; orders and maintains adequate quantities of materials, equipment, chemicals and supplies; prepares

and administers contracts for materials, equipment, chemicals and supplies; administers operational and safety programs; prepares as-built drawings for the District installed projects; develops disinfection procedures for construction and repair of tanks, wells, mains, services and other facilities; participates in the preparation and management of the annual operating and projects budget; prepares written reports concerning operations activities; maintains statistical data related to water production and rainfall; performs related duties as needed.

### **Performance Standards**

Must be capable of setting priorities, managing simultaneous tasks, delegating and working under strict timelines. Is expected to maintain excellent working relationships with vendors, contractors and customers. Demonstrate high level of independent decision making, initiative and innovation. Exhibit social awareness, integrity and value team dynamics in all situations.

### **Minimum Qualifications**

#### **Knowledge**

Methods, materials, tools and equipment used in the operations, maintenance and construction of potable and non-potable water systems; principles and practices in mechanical maintenance and plumbing; operating characteristics of a variety of tools and equipment used in water utility maintenance and treatment process work; safety regulations and aspects of water utility maintenance work, including work performed within the public right-of-way and the safe operations of tools and equipment; standards and specifications used in the inspection of underground construction work; techniques of scheduling, monitoring and reviewing field and treatment maintenance work.

#### **Abilities**

Schedule, oversee and review the work of all field staff, as well as to provide technical guidance and training; perform a variety of technical field maintenance tasks for a water utility operation; operate tools and equipment used in field maintenance work, including heavy equipment; perform basic laboratory tests for water quality; read and interpret engineering plans and drawings; keep accurate, clear and organized records; deal tactfully and effectively with the public, outside agencies and contractors.

#### **Education and Experience**

Any combination that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

**Experience:** Five years of journey level work in water system maintenance and operations including two years of a supervisory experience. Experience with recycled water operations is desirable.

**Education:** Completion of high school or its equivalent, supplemented by specialized courses in water distribution and production systems. Two years of college in a related field is highly desirable. Additional related education may be substituted for experience or experience may be substituted for education.

### **Physical Demands**

This position requires sufficient strength and stamina to perform heavy physical labor and must be able to sit, stand and walk on level, unlevel or slippery surfaces; stoop, crouch, squat, bend, turn, twist, kneel, grasp, push, pull, reach and climb ladders in the performance of daily duties. The ability to lift, carry and push tools, equipment and supplies weighing up to 60 pounds while wearing personal protective equipment is also required. In addition, it requires vision, hearing, balance, and hand eye coordination appropriate to perform maintenance and repair work and to operate power tools and heavy equipment. Office duties require the ability to sit for extended periods of time, to use modern office equipment and technology on a daily basis.

### **Working Environment**

Approximately 50% of the duties are performed in an office and the other 50% in the field.

The field work takes place outdoors in a variety of weather conditions, including wet, heat and cold; and may include exposure to dust, dirt, chemicals, fumes and other contaminants; noise producing tools and equipment, machinery with moving parts, around moving equipment and vehicle traffic. Some work may take place below ground, overhead, in confined spaces or on ladders.

### **License or Certification**

Must possess a Grade II Water Treatment Operator (T2) and a Grade III Water Distribution Operator (D3) Certification issued by the State Water Resources Control Board. Must obtain a Grade IV Water Distribution Operator (D4) Certifications within 18 months from the date of hire. Must possess and maintain a valid California Driver License and have a clean driving record. Possessing a Grade IV Water Distribution Operator (D4) Certification is highly desirable.

### **Other Requirements**

Must be available for call-back emergency work, which may include holidays, weekends and evenings; must be willing to wear a uniform and must reside within a 30-minute response time by the end of probationary period.