Position: Water Operations Supervisor

Reports to: Operations Manager

Definition: Under general supervision, oversees and coordinates daily field activities for District potable and non-potable water operations; participates in and performs complex field maintenance work; ensures compliance with District safety program; oversees and inspects construction and maintenance activities conducted by contractors; oversees field purchasing activities; performs related duties as required.

Supervision: Receives direction and general supervision from the Operations Manager; reports to the General Manager in the absence of the Operations Manager. Is qualified and may supervise all water system work activities on a 24/7 basis. Performs daily supervision over field staff.

Typical Duties:

Duties may include, but are not limited to, the following: schedule daily activities of the field staff under the direction of the Operations Manager; personally direct and coordinate major scheduled replacement and maintenance activities and emergency repairs; provide technical guidance to field staff in their area of assignment; assist in setting up jobs and providing for requisite equipment, tools, supplies and labor; oversee field staff activities; monitor for compliance with District’s regulations and procedures and with safety standards; administer the safety program; develop and administer, under the direction of the Operations Manager, Cross Connection Control and Leak Detection Programs; monitor and inspect construction of District facilities by contractors to ensure that specifications are met and District procedures are followed; confer with contractors, developers and governmental representatives in matters relating to the work.

Assumes primary responsibility for requests to locate water utilities received from Underground Services Alert, to protect the District’s underground facilities. Submits requests for preparation of the annual maintenance and operations budget. Provides training to subordinates and evaluates performance. Serves as back-up for other field positions. Personally operates equipment and performs maintenance work on a routing basis. Plans and directs the maintenance of landscaping and grounds around all District facilities, ensuring that facilities are in a clean and well-maintained condition, including removing debris and reporting vandalism. Prepares As-Built drawings for the District and Contractor installed projects. Works with Lead Operators in developing 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 for Operations Manager concerning field and distribution operations as requested. Performs related duties as needed.

**Minimum Qualifications:**

**Knowledge of:** Methods, materials, tools and equipment used in the construction and maintenance of water utility facilities; 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 with 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.

**Ability to:** 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 of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities 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.

**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 willing and able to work outside in a variety of weather conditions; must be available for scheduled “on-call” shift and “call-back” emergency work, which may include holidays, weekends and evenings; must be willing and able to perform emergency repairs on the water distribution and treatment systems as required; must take part in all safety and training programs for operations staff; must be willing to wear a uniform and must reside within a 30-minute response time by the end of probationary period.

Revised: June 2015