

BEAR VALLEY CSD

JOB DESCRIPTION

JOB TITLE:	WATER SUPERVISOR
DEPARTMENT:	PUBLIC WORKS – WATER DIVISION
REPORTS TO:	PUBLIC WORKS DIRECTOR

JOB SUMMARY:

Under direction of the Public Works Director, the Water Supervisor oversees the daily operation of the District's water supply system. Functions as first line supervisor in daily operations and in the advancement of departmental goals. Ensures compliance with all applicable laws and District policies.

DISTINGUISHING CHARACTERISTICS:

Functions as first line supervisor of Water Operators I - V, Maintenance Workers I – II and other professional staff and volunteers.

SUPERVISION RECEIVED/EXERCISED:

Water Supervisor receives direction from the Public Works Director and exercises direct and indirect supervision of Water Operators I – V, Maintenance Workers I – II and other professional staff and volunteers.

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledges, skills, and other characteristics. This list of duties is illustrative only and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS:

The following duties are typical for the various classifications. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing business practices.

The Water Supervisor is required to perform all the Essential Functions and to possess the Knowledge & Abilities of Water Operator I – V, as described in the Water Operator I – V class specification, and as described in the relevant sections of the Maintenance Worker I - II class specification. In addition, the Water Supervisor shall:

- Assign, supervise, lead, train and motivate employees in the operation and maintenance of the District's water supply system
- Direct activities of subordinate personnel who oversee installation, maintenance and repair of water distribution facilities
- Inspect field projects to confirm conformance to specifications

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- Evaluate new developments in materials, tools, and equipment to recommend or deny purchase
- Confer with other supervisors to coordinate activities of individual divisions
- Employ a systematic problem-solving process to arrive at logical decisions based upon the information available, make proper assignment of personnel and utilize resources effectively
- Ensure operation is compliant with all applicable laws, rules and regulations
- Keep records; prepare reports, studies and correspondence; present written or oral recommendations
- Assist in personnel matters in an efficient, complete, and objective manner; analyze all available evidence and facts to develop logical conclusions; make appropriate recommendations
- Review timesheets to ensure submittals are complete, accurate and on time
- Coordinate formal and informal training programs; keep accurate records to ensure that personnel remain in compliance with regulatory and mandated local, state and federal training and certifications
- Meet and work with citizens, community groups, employees and other agencies to identify problems and develop lasting solutions through appropriate practices and programs
- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Maintain physical ability and agility to ascend and descend forty (40) feet of vertical ladder structure in and out of a confined space. Ability to wear a full body safety harness while performing assigned tasks within said confined spaces
- Assist with procurement and requisition approval, including cost estimation
- Coordinate and monitor the work of contractors and outside service providers
- Ensure infrastructure security in accordance with federal, state and local codes and regulations
- Assist in budget development and monitoring
- Assist in the development and implementation in Division, Department and District goals, policies and objectives
- Other duties as assigned

EDUCATION, EXPERIENCE & TRAINING

Minimum qualification for this classification include:

Education:

Equivalent to graduation from a U.S. high school or passing score on the General Education Development (GED) exam.

License or Certificate:

Possession of a current and valid Grade 3 Water Distribution certificate issued by the State of California. A Grade 3 Water Treatment certification is highly desired.

Possession of or ability to immediately obtain a current and valid Class C California Driver's License and maintain a clean driving record.

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Experience:

Qualifying experience commensurate with Grade 3 Water Distribution certificate as required by the State of California. Three (3) years of supervisory experience in water operation is preferred.

KNOWLEDGE & ABILITIES:

The Wastewater Treatment Plant Supervisor is required to perform all the Essential Functions and to possess the Knowledge & Abilities of Water Operator I – V, as described in the Water Operator I – V class specification, and as described in the relevant sections of the Maintenance Worker I - II class specification.

Knowledge of:

- Local, state, and federal laws, rules and regulations
- Principles, methods, and techniques of supervision, training, motivation, and performance evaluation
- Operating principles of plant equipment such as valves, pumps and motors
- Methods and techniques of maintaining, repairing and troubleshooting the District's water supply system infrastructure
- Standard principles of the sciences including chemistry and biology
- Basic mathematical principles
- Operational and safety regulations pertaining to water system operations, and vehicle and equipment usage
- Safe use and application of required chemicals
- Use and care of personal protective equipment
- Sampling methods and techniques
- Occupational hazards and standard safety practices and procedures
- First aid principles, practices and techniques
- Proper English usage, spelling and grammar
- Office procedures, methods, and equipment including computers and applicable software applications
- Pertinent federal, state and local laws and regulations related to operation and maintenance of the District's water supply system

Ability to:

- Maintain a flexible work schedule that includes overtime, on-call status, call-backs, nights, weekends, holidays and rotational shifts
- Supervise, plan, organize, train, evaluate, and review the work of subordinate staff
- Interpret, explain, and enforce District policies and procedures and all other applicable laws, rules, and regulations
- Respond to community issues, concerns and needs in a tactful and courteous manner
- Analyze a situation or problem and determine a timely and appropriate course of action
- Operate and monitor SCADA system and other necessary equipment

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- Read, interpret and calibrate gauges and other recording devices related to water supply system infrastructure
- Collect and record samples and monitor compliance with state requirements for water quality
- Diagnose operating problems and take effective courses of action
- Make independent technical decisions to maintain proper treatment process
- Maintain pertinent records and compile data into written reports
- Perform routine to difficult maintenance, repairs and installations to water system infrastructure
- Read, interpret and understand engineering and technical manuals, drawings, blueprints, schematics, diagrams and Material Safety Data Sheets (MSDS)
- Identify and mark system infrastructure
- Perform heavy manual labor
- Schedule maintenance and repairs of equipment, grounds, buildings and other system apparatus
- Wear and operate self-contained breathing apparatus equipment
- Logically solve problems
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems
- Communicate clearly and concisely, both orally and in writing
- Accept correction and constructive criticism and apply it to performance
- Establish and maintain effective working relationships with all levels of employees and customers

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands may include: possession of normally functioning olfactory sensation and normal color vision, balancing, climbing, ascending and descending ladders, driving, heavy physical labor, kneeling, crouching, lifting, pushing and/or pulling of objects weighing 60 pounds or more, making repetitive hand or body motions, running, sitting, speaking, standing, stooping, bending, using hands and fingers, using hand or power tools, walking, working in cramped and confined spaces, working outside and underground; utilizing Personal Protective Equipment per OSHA General Industry Standards 29 CFR 1910. Vision in the normal range with or without correction. Hearing in the normal range with or without correction.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment includes: exposure to human waste and bio-solids, chemicals, confined work spaces, dust, dirt, electrical hazards, fumes, odors, gases, high or low temperatures, noise, poor lighting, shift work, extended shifts, toxic materials, air contamination, wetness and humidity, vibration, and driving on a daily basis; frequent exposure to high work places; inclement weather conditions which may include extreme cold or heat and exposure to snow, rain, wind, sun, etc.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act: Non-exempt

Appointment and Removal Authority: General Manager

Approved: 11/12/2020