

JOB DESCRIPTION
Water Production Supervisor
Code Number: 32019

GENERAL PURPOSE

Under direction, plans, schedules, lays out, supervises and participates in the work of personnel engaged in the operation of the District's potable water treatment water distribution system; trains staff in the operation and maintenance of the water distribution and treatment system; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory class in the water system operator series. Incumbents provide first-line supervision, training and technical assistance to assigned water treatment and distribution operations staff. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports, and plant performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Participates in the selection and training of treatment and distribution system operations personnel.

Assists the Water Production Manager in evaluating the performance of assigned operations personnel; participates in the establishment of performance requirements and personal development targets for assigned operations personnel.

Provides day-to-day leadership and work assignments and works with assigned staff to ensure the proper, safe and efficient operation of treatment plants and a large water distribution system.

Provides technical assistance and advice to assigned personnel.

Provides for the training of assigned personnel in proper and safe procedures and practices.

Responds to inquiries and complaints.

Responds to emergency situations as necessary.

Ensures the timely completion of preventive and predictive maintenance programs.

Researches new operational methods, techniques and equipment and recommends their application.

Requisitions necessary tools, equipment and supplies.

Responsible for carrying out the District's safety program in assigned unit; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

Maintains a variety of records, logs and reports.

Updates written manuals and instructions.

OTHER DUTIES

May fill in for the Water Production Manager in the manager's absence.

Operates vehicle to travel to various District facilities.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods and techniques for treatment of potable water and operating pumps, valves, electric motors, diesel and natural gas engines and electronic, computerized and manual control systems; functions and servicing requirements of the equipment used in a potable water treatment and distribution system; principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses; relevant federal and state laws and regulations; micro-computer applications related to the work, including modern, state-of-the-art supervisory control and data acquisition systems; safe work methods and safety regulations pertaining to the treatment and operation of a potable water system; principles and practices of employee supervision and training; familiarity with word processing, databases, and spreadsheets is desired.

Ability to:

Operate a variety of pumping, treatment and control equipment and machinery; accurately read and interpret meters, gauges, valve books, blueprints and schematic drawings; make mathematic calculations, including metrics; establish and maintain effective relationships with those encountered in the course of the work; work independently and exercise sound judgment in performing assignments; understand and follow oral and written instructions; prepare basic records and reports of work performed; operate and maintain hand and power tools pertaining to the work; safety practices and procedures pertaining to the work; plan, organize, schedule, lay out and supervise the work of assigned personnel.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of journey-level experience as an operator in a treatment plant or with a large potable water distribution system; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

A California State Water Treatment Operator Certificate, Grade III (Grade VI is desired); and a California State Water Distribution Operator Certificate, Grade III.

PHYSICAL AND MENTAL DEMANDS

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

Physical Requirements

While performing the duties of this class, employees are regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move over 400-pound containers with mechanical assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communications skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; interact with District staff, other organizations and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions, near moving mechanical parts and in high or precarious places; and is exposed to wet and/or humid conditions, vibration, fumes or airborne particles, toxic or caustic chemicals and the risk of electrical shock. The noise level is frequently loud.

The employee is subject to call-out in emergency situations.