



CLASSIFICATION SPECIFICATION

WATER PRODUCTION & MAINTENANCE FOREPERSON

DEFINITION:

Under general direction, supervises, directs, and participates in the maintenance, repair and activities of the Water Production Department including the operation and maintenance of valves, pumps, wells, hydrants, booster stations and reservoirs and related equipment; oversees regulatory water sampling and chlorination to ensure clean potable water for customers; prioritizes and schedules work; trains and evaluates staff; assists with budget preparation; provides staff support to the Field Operations manager; performs other duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Field Operations Manager. Exercises close to general supervision over field production staff including lead workers and crew members.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Adjusts, repairs, or replaces defective equipment.
- Troubleshoots electrical and mechanical problems and determines the extent of repairs and makes repairs as appropriate.
- Implements policies and procedures
- Develops and implements a regular inspection schedule of equipment and machinery.
- Supervises and participates in the maintenance of daily records.
- Participates in the selection and training of water production and maintenance personnel.
- Participates in the establishment of performance requirements and personal development targets for assigned personnel.
- Provides day-to-day leadership and work assignments and works with assigned staff to ensure the proper, safe and efficient operations of the water production department.
- Provides technical assistance and advise to the Field Operations Manager, Director of Engineering and Operations, and assigned personnel.
- Educates and trains employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.
- Supervises and participates in the expansion of existing facilities, and construction and planning of new water facilities.
- Prepares justifications for expansion of water facilities.

- Reads and interprets drawings, blueprints, wiring diagrams, schematics, and specifications.
- Provides recommendations for upgrading systems, equipment, and techniques.
- Develops and implements maintenance programs and schedules.
- Participates in the establishment of Capital Improvement projects
- Establishes short-term and long-range District maintenance, operations and production related goals, and objectives.
- Assists with the preparation of the departmental budget.
- Gathers information and prepares a variety of reports related to water production activities.
- Prepares a variety of regular and special compliance reports and submits to regulatory agencies; schedules, collects, records and reports the SWRCB, EPA Regulatory Water Compliance; compiles and produces the annual California Consumer Report (CCR).
- Maintains and updates a variety of records for telemetry systems, pumps, wells, booster stations and reservoirs.
- Supervises, schedules and participates in the performance of a full range of water production duties including the operation and maintenance of valves, pumps, wells, hydrants, booster stations, and reservoirs.
- Insures that all valves and hydrants are in proper working order; performs tests as needed; schedules and assigns daily service, repair and inspections.
- Supervises, directs and participates in the inspection, servicing and maintenance of electrical, radio, telemetry, hydraulic and mechanical systems.
- Supervises, directs and participates in the operation of the telemetry system to achieve optimum performance of the wells, booster stations and reservoirs.
- Directs the operation and maintenance of the automatic chlorinators and water quality sampling to ensure safe, clean and potable water for customers; schedules personnel to obtain required regular and special water quality samples.
- Assigns personnel to perform light maintenance work on district facilities and landscaping or weed abatement.
- Provides supervision, training, and work evaluation for staff; schedules vacations; inspects time cards for proper allocation of time and approves time cards.
- Inspects and reviews work performed by field crews; assigns personnel to respond to emergency situations.
- Maintains and updates records of production work performed by field crews.
- Consults with contractors regarding work to be performed.
- Directs crews performing emergency repair work; coordinates work with outside repair services.
- Assures adequate inventory of parts and supplies.
- Performs customer service work relative to water pressure and water quality.
- Holds periodic staff meetings; provides safety training and conducts work evaluations.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, District staff and Board, and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

- Works weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
- Schedules and Participates in the Water Production "on-call" or "stand-by" on a regular basis.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Combination of office and field environment.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds; stoop, kneel, crouch, crawl, and climb during plant maintenance and repair work.
- Work in an environment with exposure to dust, dirt, hazardous materials, and significant temperature changes between cold and heat; stand and walk for extended time periods.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and/or experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent and five (5) years of increasingly responsible experience in water production and distribution including the repair, maintenance, adjustment and operation of pumps, wells, and reservoirs and automatic control systems, including at least three (3) years of experience in a supervisory capacity.

License/Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record.

Possession of a Grade II Water Treatment certificate issued by the California State Water Resources Control Board.

Possession of a Grade III Water Distribution certificate issued by the California State Water Resources Control Board.

Possession of a CPR/First Aid Certification or ability to obtain within one (1) year of appointment date.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Materials and equipment used in water system production, maintenance, and repair.
- Equipment, materials, and tool used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and other control equipment.
- Equipment inspection, maintenance and repair.
- Water treatment and water sampling techniques.
- Laws, regulations, and ordinances applicable to water distribution systems and safe work practices related to water production and maintenance work.
- District policies and procedures regarding customer service and relations.
- Mathematical principles related to the computation of flows and volumes in water storage and distribution systems.
- Principles of work safety, employee training and supervision.
- Principles of employee supervision including training, development and performance evaluation.
- Principles of budget administration.
- Methods of collecting and preserving domestic water samples.

Ability to:

- Direct and supervise the operation and maintenance of water production including the operation and maintenance of valves, pumps, wells, hydrants, booster stations, reservoirs, and related equipment.
- Plan, assign, supervise, train, evaluate and direct the work of assigned employees.
- Direct and supervise water treatment and water sampling activities and ensure regulatory compliance.
- Prepare complete and accurate compliance reports as required by various regulatory agencies.
- Evaluate operational and administrative situations and formulate effective strategies and solutions.
- Recognize priorities and organize work.
- Interpret and apply laws, codes, regulations, policies and procedures.
- Read and interpret plans, specifications, and drawings.
- Maintain accurate records.
- Prepare clear and concise oral and written reports.
- Understand and follow oral and written directions.

- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle and heavy equipment when required in the course of performing work duties.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with community organizations, District staff and Board, and the general public.
- Operate a computer and related software at an intermediate level.

STATUS: Non-Exempt

Created: June 13, 2019