



## WATER PRODUCTION SUPERVISOR

### **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, reservoirs, and related equipment; oversees regulatory water sampling and chlorination to ensure clean potable water for customers; prioritizes and schedules work; assists with budget preparation; prepares a variety of administrative and regulatory reports; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory level class in the Water Production Operator series that exercises independent judgment on diverse and specialized water production maintenance and operations activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and oversees the daily functions, operations, maintenance, staff, and activities of the District's water production including operations and maintenance of valves, pumps, wells, hydrants, booster stations, reservoirs, and related equipment.
- Supervises, plans, organizes, and develops evaluation plans, work processes, and system performance guidelines and objectives to ensure regulatory compliance.
- Assists with the preparation, administration, and monitoring of the section budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding; authorizes payment of invoices; performs a variety of operational calculations to improve operations and reduce costs.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Monitors, tests, evaluates, and develops operational treatment processes to ensure water treatment operations function efficiently and with minimal interruptions.
- Reviews, coordinates, and implements local, state, and federal laws and regulations associated with

water treatment process operations to ensure compliance.

- Assists and coordinates plant process operations associated with plant Supervisory Control and Data Acquisition Systems (SCADA).
- Supervises, inspects, and reviews the preparation of analytical data; monitors daily operational system processes for efficiency, cost effectiveness, and regulatory compliance.
- Supervises the maintenance of a solar power plant and an ion exchange treatment plant.
- Prepares, reviews, authorizes, and submits a variety of operational reports, regulatory reports, recommendations, and correspondence.
- Provides, plans, and implements training of plant operation staff on new or revised operational methods, processes, and procedures; reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations; provides technical advice and assistance to operations personnel when needed.
- Meets with managers, supervisors, and staff to update, inform, and advise regarding goals and objectives.
- Maintains files, databases, and records related to water treatment and production activities; prepares a variety of written reports, memoranda, and correspondence.
- Represents the District in meetings with members of other public and private organizations, contractors, and developers, to coordinate operational and regulatory compliance issues.
- Responds to emergency situations, as necessary.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques used in monitoring, evaluating, planning, and implementing effective plant processes of wellhead treatment.
- Distribution and treatment plant processes including Supervisory Control and Data Acquisition systems (SCADA), conventional water treatment, direct water treatment, blending, ion exchange, pressure zones, and related equipment functions.
- Principles and methods of operating pumps, valves, motors, engines, and electronic and computerized control systems, chemicals, and bacteriological and biological analyses associated with water treatment processes.
- Procedures and strategies for improving water distribution system performance and efficiency.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures to ensure operational compliance including the Safe Drinking Water Act, Environmental Protection Agency, California Environmental Protection Agency, American Water Works Association, and California State Water Resources Control Board.
- Occupational hazards and standard safety practices and regulations pertaining to the operation of a water treatment plant; safe driving principles and practices.

- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Identify, develop, and implement goals, objectives, action plans, practices, policies, standard operating procedures, and work standards in collaboration with other department managers.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed.
- Perform the most complex water production duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Assist with the preparation, administration, and monitoring of the section's operating budget; perform a variety of operational calculations to improve operations and reduce costs.
- Analyze water production maintenance processes and operational issues and problems, evaluate alternatives, and reach sound conclusions and recommendations for action and improvement.
- Perform mathematical calculations to ensure proper dosing, blending, chemical storage, and water system capacity is maintained to meet all state and federal regulations.
- Read and interpret analytical data and make mathematic calculations related to process control techniques.
- Monitor and maintain system processes at an optimal and cost-effective level.
- Read and interpret meters, gauges, schematic drawings, diagrams, and blueprints.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct and adhere to proper safety practices and procedures.
- Understand and follow oral and written instructions.
- Maintain accurate logs, records, and written records of work performed.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Possession of a high school diploma or G.E.D. required, supplemented by college level coursework in water science or a related field.

Experience:

- Five (5) years of increasingly responsible experience in water production, water treatment, or a related field, including two (2) years in a supervisory capacity.

**Licenses and Certifications:**

- Possession of a valid California Class “A” Driver’s License, to be maintained throughout employment.
- Possession of a valid Grade II (T-2) Water Treatment Operator’s Certificate issued by the California State Water Resources Control Board, to be maintained throughout employment.
- Possession of a valid Grade IV (D-4) Water Distribution Operator’s Certificate issued by the California State Water Resources Control Board, to be maintained throughout employment.

**PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; color vision to visually inspect water samples with color shifts for results, identify calibrations standards, and identify running equipment on SCADA, and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various District sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 45 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.