

WATER PRODUCTION SUPERVISOR

Definition:

Under general supervision schedules, coordinates and supervises workers and work crews performing maintenance, repair and operational duties related to water production facilities, ensures satisfactory water quality and pressure levels; conducts field inspections of water related facilities and equipment; assists in developing division objectives; evaluates work performance and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Schedules, coordinates and supervises work crews and individual workers performing water production related activities.

Assists in the selection, training and evaluation of assigned employees, oversees daily attendance/time card and work activity records.

Establishes daily priorities and assigns work to crews and individuals.

Oversees water production operations and storage and treatment systems to include reservoirs, wells, booster pumps, connection stations and related facilities.

Responds to and investigates complaints regarding water quality and pressure.

Performs field inspections to ensure water quality and conformance with standards.

Oversees contract work.

Conducts and participates in staff, safety and management meetings.

Drafts, recommends and checks preventive maintenance schedules.

Monitors telemetering charts, gauges and water levels and adjusts regulator valves and booster pumps.

Recommends solutions to operational and technical problems.

Prepares performance, inspection, safety and other reports.

Operates a computer and uses applicable software to prepare memos, and correspondence.

Prepares and reviews water production reports for reservoirs, wells and contract facilities.

Recommends and drafts orders for materials, supplies and equipment.

Lifts and moves objects weighing 50 pounds or less.

Demonstrates safe work procedures and equipment operation.

Assists with preparation of the Water Division Budget.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Acts as Water Superintendent as assigned.

May serve as a division representative at meetings of City staff or other organizations.

Class Characteristics:

Water Production Supervisor is a single incumbent supervisory class in the Maintenance Services Department. The incumbent is accountable for the safe, healthful and efficient operation of the City's water production, treatment and storage systems and for work quality, efficiency and safety through the effective scheduling and supervision of workers and work crews.

Contacts and Relationships:

The Water Production Supervisor establishes and maintains contact with staff in the Maintenance Services Department. Additional contact will occur with other City employees, governmental representatives and contractors and the public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

English usage and grammar.

Effective supervisory and management techniques.

Water production, storage and chlorination systems.

Methods, practices, procedures, materials and equipment associated with the operation of water pumps, valves, engines, motors and booster stations.

Recordkeeping and report writing techniques.

Basic math.

Water sampling procedures.

Health and safety regulations and quality control practices related to area assigned.

Safety regulations, practices and procedures.

AND

Ability to:

Determine work priorities and schedule, organize, assign and coordinate the work of crews and individuals.

Assist in employee selection, training, supervision and evaluation.

Communicate effectively orally and in writing in English.

Handle multiple deadlines and multiple projects.

Inspect work in progress and upon completion.

Read and interpret water gauges, meters and control panels.

Monitor water pressure levels and review records related to water levels and flow rates.

Detect, analyze and resolve water quality and water production issues.

Operate chlorinators and chemical feeding devices.

Work independently, use good judgment and make sound decisions in accordance with established procedures and policies.

Estimate material, equipment and labor costs.

Write reports and correspondence.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Learn to operate specialized computer systems and equipment relative to water monitoring and control.

A typical way to obtain the knowledge and abilities is as follows:

Education:

An Associates Degree from an accredited community college or completion of two years of study towards a Bachelors Degree at an accredited college or university in water science engineering or business administration or public administration, supplemented by course work in water science to include hydraulics, water treatment or water operations.

AND

Experience:

Three years of progressively responsible experience in the operation and inspection of water production equipment, including pumps, valves and motors to include one year of lead or supervisory experience.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Valid and appropriate Water Treatment and/or Distribution Operator Certificates, depending on area assigned, at time of appointment and throughout employment in this position.

Must be able to respond to emergency calls as needed and work extended hours to accommodate City needs.

Must be able to work from a computer at home in connection with the City's remote water monitoring system.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements and the incumbent may be exposed to heat and cold. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, stands and walks on level and uneven/slippery surfaces, kneels, crouches, climbs ladders and inclines, twists, bends, pushes, pulls, reaches, grasps, lifts and carries items weighing 50 pounds or less and operates hand and power tools. The incumbent may be exposed to extreme noise, vehicular traffic, oils, solvents, fumes, electrical and mechanical hazards and chemicals and must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt.

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