

WATER QUALITY SUPERVISOR

Definition:

Under direction, schedules, coordinates and supervises individual workers performing a variety of technical and general water quality, water conservation, and cross-connection tasks; oversees and monitors the City's water quality and cross-connection programs; analyzes a variety of water related data; conducts on-site water quality inspections, and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for water quality monitoring, analysis and reporting, cross connection control, and water conservation; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.

Participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement of these goals.

Oversees water sampling programs and monitors results to ensure compliance with all applicable regulatory agencies.

Oversees the water conservation program and updates the City's municipal code to comply with state requirements.

Reviews work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards; analyzes, evaluates, interprets, explains, and applies complex federal and state water quality regulations; ensures compliance with local, state, and federal water quality regulations; advises staff of necessary responses in policy and operations.

Reviews and updates the City's Title 22 Drinking Water Quality Plan.

Collects water samples from water pipe sampling taps and other sources as needed.

Prepares and reviews monitoring and compliance reports; submits reports to local, state, and federal agencies.

Participates in annual budget preparation; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.

Investigates water quality complaints from the public.

Oversees the City's cross-connection program.

Operates a personal computer and uses applicable software to enter data and produce correspondence, memoranda and other material.

Updates backflow device accounts and maintains backflow device files.

Organizes, plans and physically conducts field inspections and surveys.

Coordinates inspections with and provides information to the Orange County Health Care Agency and the California Department of Health Services.

Checks construction plans for conformance to cross-connection requirements.

Monitors new City business licenses and Sanitation District discharge permits to determine if cross-connection inspections are required.

Advises contractors, property owners, landlords and facility supervisors of backflow installation and testing requirements.

Reviews results of backflow prevention device tests to ensure proper testing.

Maintains records concerning water quality operations and safety related programs; tracks environmental permits to ensure appropriate staff update and renew permits in a timely manner.

Approves the Water System Management Division portion of building occupancy permits.

Builds and maintains good working relationships with City, County, State and federal regulators; works with and provides information to various reporting agencies in regard to water quality reporting and proposed regulations; attends meetings from other agencies to provide information and input on current and upcoming regulations.

Lifts and moves water pipe pieces/fittings and related items weighing 30 pounds or less.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Acts as Water Systems Manager as assigned.

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

Class Characteristics:

This is the full supervisory-level class in the Water Quality series that exercises independent judgment on diverse and specialized water quality programs 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. This class is distinguished from the Water Systems Manager in that the latter is a management-level class with responsibility for managing the Water Quality section.

Bargaining Group: FMA

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Principles and practices of employee supervision and public sector labor relations related to the direction, evaluation and training of assigned staff, as well as work planning, assignment review and evaluation, and discipline.

Water quality testing methods to include water chemistry.

Water distribution systems.

Hydraulics and plumbing systems to include plumbing techniques, practices, methods and materials.

Industrial type water systems and sources of contamination and pollution.

Mathematical principles.

Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.

Principles and practices of business organization and public administration.

Agency 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 Agency 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.

AND

Ability to:

Select and supervise staff, provide training and development opportunities, ensure work is

performed effectively, and evaluate performance in an objective and positive manner.

Participate in the development and administration of Water Quality program goals, objectives, and procedures.

Participate in the preparation and administration of assigned budgets.

Ensure compliance with regulatory agency testing and reporting requirements.

Physically collect water samples and investigate water quality complaints in the field.

Read and interpret engineering drawings and maps.

Interpret descriptive statistical reports and perform mathematical calculations including percentages, fractions, and decimals.

Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local policies, laws, and regulations.

Prepare clear and concise reports, correspondence, documentation, and other written materials.

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.

Handle job stress and maintain composure in public settings.

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.

Operate modern office equipment including computer equipment and specialized software application programs.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

Equivalent to an associate degree from an accredited college or two years of study towards a bachelor's degree at an accredited college or university in water science or a closely related field to include course work in general chemistry, biology, mathematics, or public administration, supplemented by course work in water science to include hydraulics, water treatment or water operations is preferred.

AND

Water Quality Supervisor

Four (4) years of increasingly responsible experience in water quality, water conservation, or cross-connection inspection, including one year of lead or supervisory experience.

Special Requirements:

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Possession of a Backflow Tester's Certificate as issued by the Orange County Health Care Agency or ability to obtain within 12 months of appointment and throughout employment in this position.

Possession of a Cross Connection Specialist Certificate as issued by the American Water Works Association (AWWA) or ability to obtain within 12 months of appointment and throughout employment in this position.

Valid and appropriate Water Treatment and/or Distribution Operator Certificates, depending on area assigned, within 12 months 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.

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 in an office environment and outdoors when inspecting water related sites. When work is performed outdoors, there may be exposure to the elements. The incumbent drives a vehicle on City business, stands and walks on level, uneven and/or slippery surfaces, reaches, bends, climbs stairs and inclines, kneels, and crouches. When inspecting water related sites the incumbent lifts and moves water pipes/pipe fittings weighing 30 pounds or less and may be exposed to construction hazards, equipment and materials to include grease, fumes, dust, machinery and chemicals used in the water industry to include chlorine, ozone and ammonia. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. The incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt

Established December 2023