

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 and treatment 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 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:

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

Assists in the selection, training and evaluation of assigned employees, oversees daily attendance/timecard 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, water treatment plants and related facilities.

Use Supervisory Control and Data Acquisition (SCADA) and/or manual controls to adjust, operate, and monitor treatment plant equipment, flow, and chemicals through the water treatment plant and water distribution system to meet local, State and Federal regulations.

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.

May assume the responsibility of the Water Systems Manager in their absence.

May act as Relief Water Production Operator.

May serve as the Chief Water Treatment Plant Operator per California State Water Resource Control Board definition.

May serve as the Chief Distribution Operator per California State Water Resource Control Board definition.

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

Class Characteristics:

Water Production Supervisor is a supervisory class in the Public Works 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.

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:

English usage, grammar, spelling, vocabulary, and punctuation.

Principles and techniques of supervision and public sector labor relations related to the direction, evaluation and training of assigned staff.

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.

Advanced water math.

Water sampling procedures.

Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures, including health and safety regulations and quality control practices, relevant to assigned area of responsibility.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.

AND

Ability to:

Supervise, organize, direct and coordinate the work of assigned personnel; assist in the selection of and trains and evaluates assigned staff.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; work independently, use good judgment and make sound decisions in accordance with established procedures and policies.

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.

Estimate material, equipment and labor costs.

Use English effectively to communicate in person, over the telephone, and in writing, including writing reports and correspondence.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Handle job stress and maintain composure in public settings.

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 would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

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 engineering, business administration or public administration, supplemented by course work in water science to include hydraulics, water treatment or water operations.

AND

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. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Valid and appropriate Water Treatment and/or Distribution Operator Certificates, depending on area assigned, is required to be obtained before the end of probation and maintained 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.

Revised December 2023

Revised April 2003

Revised June 2000

Established August 1991