

## **WATER SYSTEM SUPERVISOR**

### **DEFINITION**

Under direction, plans, coordinates, assigns, participates in, directs and supervises the day-to-day operation and maintenance of the City's water systems.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Chief of Water Operations.  
Exercises direct supervision over water systems staff and crews.

### **DISTINGUISHING CHARACTERISTICS**

Water System Supervisor is distinguished from Chief of Water Operations in that incumbents of the latter plan, coordinate, and direct the overall operation and maintenance activities of City water system operational areas. Water System Supervisor is distinguished from Water System Operator III in that incumbents of the latter provide ongoing lead direction to water system staff and crews.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Plans, coordinates, assigns, participates in, directs and supervises the day-to-day work activities of water system staff and crews performing manual, semi-skilled and skilled work in the testing, cleaning, maintenance, inspection, repair, installation, surface and groundwater treatment, and construction of the City's water system.

Plans, schedules, assigns and evaluates water system staff and crew performance; supervises and provides training to staff and crew members; ensures adherence to policies, procedures, rules, regulations, work methods and safety practices; ensures compliance with local, state and federal statutes, rules and regulations.

Identifies water system and surface and groundwater treatment deficiencies and performance; assesses effective remedial methods for a variety of operational problems; compiles and collects data to select, define and analyze improvement opportunities and strategies.

Plans and executes water system and surface and groundwater treatment preventative maintenance programs and measures designed to prevent service interruption and protect capital investment.

Ensures timely response and investigation of all customer complaints; prompt correction of faulty conditions; appropriate emergency operations and repairs.

Coordinates division activities with other City divisions, departments and public agencies.

Routinely records and reports work activities within targeted geographic areas; develops recommendations for purchasing equipment appropriate to the system; estimates materials and equipment needs; maintains records of work time, material usage and work performed; develops recommendations for staffing modifications and improvements to the water system, surface and groundwater treatment, and distribution.

Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence and other data.

Assists and participates in goal setting, budgeting, strategic planning and organizational development for the division; may identify barriers to goal achievement, recommend and implement solutions.

May be required, depending on assignment, to wear and use a respirator consistent with state mandates; work evenings, weekends and holidays.

Performs other duties as assigned.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Materials, methods, practices and equipment used in testing, cleaning, maintenance, inspection, repair, installation, surface and groundwater treatment and construction related to water systems, water treatment plant and electrical operations.

Safety practices applicable to water system and surface and groundwater treatment operations.

Principles and practices used in the installation, maintenance and repair of hydrants, meters, pumps, motors, wells, mains and services; surface and groundwater treatment; flushing and disinfecting water distribution systems; water meter testing, calibration, maintenance and installation; operation and repair of backflow prevention devices; industrial electrical applications.

Principles and practices of plumbing, pipefitting, hydraulics, and electrical systems related to water system operations; water system telemetry instrumentation; supervisory control and data acquisition ("SCADA") systems; SCADA system programmable logic controllers ("PLC"), ladder logic, data bases, programming methods and related programs.

Principles and practices of landscape maintenance, sprinkler and irrigation operations; artificial recharge; groundwater hydrogeology; flow measurement including weirs; well head protection; water chemistry, testing, treatment and sample collection

Local, state and federal statutes, codes, rules and regulations governing water systems, surface and ground water treatment and quality (e.g., Safe Drinking Water Act).

Contemporary management practices.

**Skill to:**

Use all equipment related to surface and groundwater treatment, distribution, and water system operations.

Think critically and analytically.

**Ability to:**

Plan, coordinate, assign, and direct the work of subordinate staff.

Supervise, train and evaluate subordinate staff.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships at all organizational levels, including the public. Use computer technology proficiently.

**MINIMUM QUALIFICATIONS**

**Experience:**

One year of full-time lead or supervisory work experience.

**Education:**

Graduation from an accredited college or university with a degree in civil or sanitary engineering, water supply, hydraulics, or a closely related field.

**OR**

**Experience:**

Two years of progressively responsible full-time paid work experience in the operation and maintenance of community water systems which includes one year of full-time experience providing lead or full first-line supervisory direction.

**Education:**

Twenty-four semester units from an accredited college or university in civil or sanitary engineering, water supply, hydraulics, or a closely related field.

**OR**

**Experience:**

Three years of progressively responsible full-time paid work experience in the operation and maintenance of community water systems which includes one year of full-time experience providing lead or full first-line supervisory direction.

**Special Requirement(s):**

Possession and maintenance of a valid Class "C" California Driver's License during the entire term of employment as a Water System Supervisor.

For assignment to Information, Electrical and Telemetry Systems Operations or Water Operations, must possess and continue to maintain a valid Water Distribution Operator Certificate, Grade D3, or must possess and continue to maintain a valid Water Treatment Operator Certificate, Grade T3 issued by the State of California, Department of Health Services, within eighteen months of appointment;

For assignment to Surface Water Treatment Operations, must possess and continue to maintain a valid Water Treatment Operator Certificate, Grade T4, issued by the State of California, Department of Health Services, within eighteen months of appointment.

**NOTE:** Recruitment may be limited to a specific operational area of expertise as required by operational needs. Operational areas of expertise include, but are not limited to, those detailed below. Failure to obtain and continue to maintain the valid certification within the specified time period above shall be cause for termination from this class.

1. Information, Electrical and Telemetry Systems Operations
2. Water Operations (e.g., Cross Connection Control, Meter, Distribution, Production, Recharge, Property Maintenance, Water Quality & Treatment)
3. Surface Water Treatment Operations

APPROVED: (Signature on file)  
Director of Personnel Services

DATE: 06/11/2004