

VALLEY CENTER MUNICIPAL WATER DISTRICT
WATER SYSTEMS SUPERVISOR

DEFINITION

Under general direction of the Director of Operations/Facilities, incumbent performs a variety of supervisory, administrative, technical and maintenance work in the operation, repair and maintenance of the District's water systems and facilities; plans, supervises and reviews the work of employees engaged in water distribution systems operations and the operation and maintenance of chlorinators, other water distribution facilities, instrumentation and controls, Supervisory Control And Data Acquisitions (SCADA), and maintenance of District's administration facilities.

CLASS CHARACTERISTICS

This is a single incumbent class and is responsible for planning, scheduling, coordinating, supervising, evaluating and reviewing the activities and staff involved in the operation of water distribution systems and facilities in addition to operating the District's distribution equipment. It is distinguished from the Director of Operations/Facilities who is accountable for all field operations. The position requires the use of independent judgment and initiative, particularly in the event of emergency situations, where critical facilities and equipment must be quickly brought back to service. The work also requires skill in planning and coordinating activities, as the facilities to be maintained are located throughout a broad geographical area.

Incumbents may work a varied work week, different shifts, assist in standing duty and must be able to respond to emergencies as deemed necessary by the District, and may be required to work in wastewater facilities to include collection, distribution and reclamation.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Supervises staff to include: planning, assigning, prioritizing, supervising and evaluating the work of assigned staff; provide staff training and development; conducts performance evaluations; makes hiring, termination, and disciplinary decisions and recommendations; ensures that employees follow policies and procedures; and ensures the use of safety equipment and precautions related to the work being performed.

Provides technical assistance to crews in resolving difficult problems encountered; supervises maintenance and repair work on facilities and equipment such as automatic valves, chlorination facilities, water tanks and reservoirs, telemetry and SCADA monitoring systems; and inspects job sites to determine work required and to evaluate performance.

Recommends and implements improved work procedures and standards.

Plans, organizes and directs a predictive and preventive maintenance program, including developing schedules and work standards; monitors work installation and repair activities to ensure conformance with specifications.

Maintains or directs the maintenance of accurate records, including "as-built" drawings.

Prepares periodic and special reports of work performed; prepares and maintains a variety of written and computerized reports and records including, worksheets, accident reports, maintenance requests, and other related records.

Responds to questions and complaints from the public and other agencies; coordinates work with other departments and outside agencies; provides for emergency repair work as needed.

Inspects and supervises the repair of District facilities and equipment including booster pumping stations, reservoirs and buildings at frequent or required intervals to ensure that all aspects of the systems are functioning properly.

Estimates personnel, material and equipment requirements for assigned jobs; ensures that all necessary materials, supplies and equipment are available; ensures the proper maintenance of equipment and tools.

Prepares, advertises, accepts and awards capital project bids; oversees related projects and accepts the finished project.

Prepares budget for assigned area; analyzes annual operating costs and makes recommendations for department budget.

Oversees, evaluates, and implements all State and Federal mandated water quality testing, sample collecting, and reporting.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of: Supervisory principles and practices, including selection, training, work evaluation and discipline; methods, materials, tools and equipment used in water distribution systems operations and maintenance and water quality assurance work; safe work methods and safety practices pertaining to the work; operation and maintenance of a wide variety of equipment and hand and power tools used in the work; applicable laws and regulations; using computer and related software applications; District's policy on live electrical circuits, safety and public health rules, codes, and regulations pertaining to the work; methods and precautions in storing and handling chlorine and other hazardous gases and chemicals; shop mathematics; mechanical, electrical and hydraulic principles as they relate to the operation of a water distribution system; basic first aid and CPR techniques; hazardous materials and hazardous waste management practices.

Ability to: Plan, organize, assign, supervise, review and evaluate the work of others; prepare and maintain a variety of accurate written and computerized records and reports pertaining to the work; read and interpret plans, maps, specifications and manuals; operate and maintain tools and equipment used in the work; identify and implement effective courses of action to complete assigned work; coordinate crew assignments with those of other departments and agencies; estimate labor, material and equipment needs; interpret plant piping and distribution diagrams; analyze and make recommendations for improved methods and procedures; develop and revise operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient and legal operation of plant facilities; inspect facilities and recognize inefficient, unusual or dangerous operating conditions; maintaining adequate stock levels and requisition materials and supplies; communicate clearly and concisely, orally and in writing, and be understood while using the District's radio communication system; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: Equivalent to an Associate's degree from an accredited college or university in Water Technology, Supervision or related field.

Experience: A minimum of two years of experience as a Senior Water Systems Technician, or its equivalent; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licenses and Certifications: California Class C Driver's License; State Water Resources Control Board Water Distribution Operator's Certificate, Grade D4.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the incumbent is regularly required to use hands and fingers to grasp, feel, and reach; climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell. The incumbent frequently is required to sit, stand and walk. The incumbent must regularly lift and/or move from 25 to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to medically qualify and wear a District approved respirator.

Work Environment: While performing the duties of this job, the incumbent is regularly exposed to moving mechanical parts and outside weather conditions. The incumbent is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; high, precarious places; and vibrations. The noise level will range from moderate to very loud.

POSITION DESCRIPTION APPROVED:



General Manager

12/2/2020
Date