



WATER/WASTEWATER OPERATIONS SUPERVISOR

Bargaining Unit: Independent/Non-Contract

FLSA: Non-Exempt

SALARY RANGE

\$40.17 - \$52.23 Hourly

\$3,213.85 - \$4,178.01 Biweekly

\$6,963.00 - \$9,052.00 Monthly

\$83,560.00 - \$108,628.00 Annually

DEFINITION

Under direction, supervises, oversees, reviews, and participates in the work of staff performing semi-skilled and skilled tasks on the District's water/wastewater infrastructure systems; recommends preventative, predictive and corrective maintenance requirements; oversees construction projects such as pipe replacement and excavation projects; ensures staff comply with District and mandated safety requirements; plans and executes the protective coating program; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Operations Manager. Exercises direct and general supervision over technical and maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the Water/Wastewater Worker series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of operations, maintenance, and repair functions of the District's potable and reclaimed water production and associated facilities. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLE OF TYPICAL JOB FUNCTIONS *(Illustrative only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises, oversees, reviews, and participates in the work of staff performing semi-skilled and skilled tasks in the operation, maintenance, and repair of the District's potable and reclaimed water production, storage, pumping equipment, and distribution systems; oversees construction projects such as pipe replacement and excavation projects.
- Oversees the District's preventative, predictive and corrective maintenance programs; estimates time, materials, and equipment necessary for the successful completion of projects; researches new operational methods, techniques, and equipment, and recommends their applications; reviews and updates written maintenance instructions and schedules; and maintains records of work performed.
- Maintains inventory of materials, parts, and supplies; identifies and requisitions replacements as necessary.
- Responds to, and oversees, maintenance and repair on system breaks and leaks in accordance with safety guidelines; places safety signs and traffic-control barricades; establishes alternate routes and system operations to meet emergency demands; sets up temporary water where needed; coordinates activities with other District departments, outside agencies, and contractors.
- Responds to questions and concerns from the general public and/or clients; provides information as appropriate and resolves complaints or refers to management.
- Plans and executes the District's protective coating program; conducts corrosion surveys of water distribution and wastewater plant facilities to determine preventive maintenance requirements; monitors contracts; researches procedures, regulations, and technical reference materials; complies with mandated requirements for hazardous materials handling and application.
- Assists in the training of lower-level staff in the areas of assigned work; ensures adherence to safe work methods, procedures, and practices; identifies training opportunities and needs; makes recommendations to management.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment; inspects vehicles in preparation for transit to facilities for their respective duties/assignments; operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Backfills Water/Wastewater Worker activities including water distribution system and collection system operation, mechanical maintenance and repair, construction, and painting and coating services.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles, methods and techniques for operating pumps, valves, electric motors, and electronic, computerized, and manual control systems.

- Functions and servicing requirements of the equipment used in water and wastewater distribution systems.
- Principles and practices of preventive, predictive and corrective maintenance.
- Methods and techniques of estimating staff resources and funds needed for assigned projects.
- Operational characteristics of a diverse range of systems, such as water distribution, process control, and pumping systems.
- Methods and techniques of conducting inspections on system plant, equipment, and infrastructure.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Principles, methods, techniques, tools, and equipment used in the installation, maintenance and repair of electrical and mechanical equipment and machinery common to water and wastewater systems.
- Mathematical concepts.
- Principles and practices of record keeping.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District 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.

Ability to:

- Plan, organize, and coordinate the work of professional and technical staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Operate a variety of pumping, control, and transmission equipment and machinery, including digital control equipment.
- Oversee the work of contractors engaged in District construction or coating protection projects.
- Analyze complex maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.
- Develop and implement work standards.
- Accurately read meters, gauges, valve books, blueprints, and schematic drawings.
- Make accurate mathematic calculations.
- Prepare records and reports of work performed.
- Properly and safely operate light-medium and heavy-duty construction equipment and operate and maintain hand and power tools pertaining to the work.

- Properly utilize Operate Personal Protective Equipment (PPE).
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural, guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- 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.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade with three (3) years of increasingly responsible experience in the operation, maintenance, mechanical, or electrical repair of wastewater facilities and/or water production/delivery with training in budgeting, supervision, and management practices highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver’s License to be maintained throughout employment.
- Possession of a Distribution Operator III certificate at time of hire. Distribution Operator IV certificate within one year of date of employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work evenings, weekends, and holidays in the event of after-hour emergencies or for stand-by shift coverage. Must wear prescribed District safety equipment and adhere to strict safety procedures and work habits.