

CITY OF RIVERBANK

WATER SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, supervises, manages, evaluates, plans, and participates in work relating to the distribution operations and protection of the City's water supply; supervises, manages, operates, and maintains water distribution system, pumps, valves, and facilities; prepares and administers the division budget; evaluates and trains assigned staff; interfaces with and coordinates assigned functions with other City services and departments; represents the City's water operations with government regulatory agencies; ensures safe work practices, work quality, and accuracy; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water Supervisor** is the supervisory level class within the Public Works Department that is responsible for water distribution, water quality, and production activities, and the incumbent is expected to perform the full scope of assigned duties. The incumbent serves as a technical expert in water quality, monitoring of wells, tanks, chemical feeders, and related facilities. This classification is distinguished from the next higher classification of Assistant Public Works Director, which is responsible for the management of several divisions of the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Assistant Public Works Director. Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for the activities, operations, and services of the Water Division in providing a safe and reliable water supply for the City; plans, manages, supervises, prioritizes, monitors, and participates in the work of staff responsible for the maintenance and operation of the water distribution system and related wells/storage systems; ensures compliance with state, federal, and local mandates for water quality; makes modifications to the distribution system as needed.
- Manages and oversees the tasks related to the maintenance, repair, installation, and construction of water distribution operations, including wells, reservoirs, pumps, plumbing, pump stations, pipes, valves, meters, tanks, equipment, and related control systems; inspects the maintenance and repair of equipment for quality and compliance with applicable standards and proper operation.
- Exercises valves and hydrants; flushes water lines; monitors backflow devices; makes repairs as needed.

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- Supervises the monitoring of water quality instruments and chlorination to ensure compliance with state and federal requirements; supervises and takes samples for testing; monitors well levels; uses SCADA to monitor water quality and distribution.
- Prepares a variety of water monitoring reports for compliance with state laws and regulations; acts as the liaison to the public on water quality issues; conducts regular inspections to identify maintenance and repair needs; schedules, plans, and supervises the installation, maintenance, and repair of water distribution equipment and facilities.
- Evaluates and recommends the best use of supplies, materials, and equipment; requisitions, inventories, and supervises the use of all materials, supplies, and equipment used in the operation and maintenance of water distribution facilities; oversees flushing of the distribution system and taking well soundings.
- Evaluates staffing requirements and utilization of staff; supervises, evaluates, trains, and motivates assigned staff; develops and directs staff safety training programs; oversees safety of assigned staff and monitors work in progress; schedules staff work assignments; establishes daily priorities for staff and oversees daily attendance, time cards, and work activities.
- Makes recommendations on the budget; conducts budget related research.
- Attends and participates in organizational and community meetings as necessary; stays current on issues relative to water distribution production, and treatment technologies; responds to and resolves community and organizational inquiries and complaints related to water system operations; represents the City's water distribution functions in public relations activities and with regulatory agencies; establishes and maintains a customer service orientation within the Division.
- May be assigned to assist other City maintenance divisions/departments in the completion of projects or assignments.
- Responds to emergencies as needed; may be required to transport and operate construction equipment, including a backhoe.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of outdoors working conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined spaces. The incumbent may be required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Water Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of experience in the operation, maintenance and repair of water distribution systems, with at least one year in a supervisor capacity and at least two of which were while in possession of a Grade II Water Treatment Plant Operator certificate, and possession of a high school diploma or equivalent with 24 continuing education credits needed to renew certification.

License/Certificate:

Possession of a valid class B California driver's license and possession of a Water Treatment Operator Grade II certificate and a Water Distribution Operator Grade III certificate issued by the State of California Department of Health Services (DOHS), a Cross Connection Control Specialist certificate and a Backflow Assembly Tester's certificate issued by the American Water Works Association.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, and techniques of water distribution operations, quality assurance, process controls, and systems maintenance; testing methods and procedures, including qualitative and quantitative analysis; principles and practices of water production, storage, and delivery; cost, time, and materials estimating; principles and practices of sampling techniques and mathematical analysis; budget development; methods and techniques of supervision, training, and motivation; applicable federal, state, and local laws, codes, and regulations, including those governing the distribution of potable water; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, manage, organize, and supervise the operation of a water distribution system and associated storage systems; ensure equipment is maintained appropriately; accurately supervise and perform water quality testing and analysis; ensure chemical tests are conducted in accordance with mandates; analyze and interpret laboratory tests and make modifications to water distribution system operations as required; maintain accurate and updated logs, records, and reports; prepare and submit comprehensive and mandated reports; transport and operate construction equipment, including a backhoe; perform operation and maintenance assignments; represent the City's water distribution functions with other governmental agencies and community groups; plan, organize, train, evaluate, and direct work of assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and

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follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate the tools and equipment used in the operation and maintenance of a water distribution system.