

# **CITY OF CHOWCHILLA**

## **Job Description**

DEPT: Public Works	DATE: June 2019
TITLE: Water System Supervisor	Supersedes: N/A
SALARY RANGE: 46	ASSOCIATION: MMCA

### **DEFINITION**

Under general direction, supervises, develops, and directs the work of staff performing difficult and complex technical and administrative support related to all programs and activities of the City's water distribution division; assists with long- and short-term project planning and overseeing the design, construction, maintenance, and operations of water utility systems, facilities, and related appurtenances and other programs; works with technical and engineering staff to monitor and maintain water quality in accordance with State requirements; coordinates assigned activities with other City departments and outside agencies for services such as meter reading and repair; provides complex and responsible support to the Public Works Director and others in areas of expertise; and performs other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Works Director. Exercises direct supervision over technical and maintenance staff.

### **CLASS CHARACTERISTICS**

This position serves as the Division Manager to the City's water distribution system. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of water quality, maintenance, and operations staff either directly or through lead workers. Incumbents are expected to independently perform the full range of water quality, maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This classification is distinguished from the water worker series in that it has direct supervisory responsibilities.

### **EXAMPLES 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.

- Organizes, plans, directs, and coordinates water production, treatment, and distribution.
- Plans, directs, and supervises personnel in the development and improvement of water production, treatment, distribution, operation, and maintenance activities.
- Supervises and inspects the maintenance and repair of the water system and facilities to maintain continuous operation.
- Implements process changes resulting from interpretation of laboratory data and physical system conditions.
- Assesses and forecasts the program needs and regulatory requirements for water production, treatment, and distribution, and recommends goals and objectives.

- Recommends adjustments to, and expansion of, operations, maintenance, and service programs to the Director.
- Reviews contracts and prepares estimates of supplies, materials, equipment, staffing, and cost for various jobs.
- Develops, trains, and reviews the work of water maintenance personnel.
- Conducts staff meetings and assigns work.
- Develops and administers safety training programs specific to areas of responsibility.
- Ensures enforcement of safety practices, rules, regulations, codes, and safe work habits.
- Provides written reports on, and analysis of, Water Division activities, projects, and assignments as required by the Director.
- Assists in developing written manuals, instructions, procedures, and specifications.
- Prepares and administers the Water Division annual budget.
- Monitors and controls expenditures within the Water Division.
- Responds to after hour emergencies and malfunctions as needed.
- Makes critical decisions to resolve emergency conditions and malfunctions.
- Maintains written records pertaining to the Water Division.
- 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 and practices of water utilities maintenance and operations program development and administration.
- Principles, practices, equipment, tools, and materials of water utilities maintenance and process control.
- Applicable Federal, State and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and practices of budget and capital improvement program development, administration and accountability.
- Principles and practices of contract administration and evaluation.
- Safety principles, practices, and procedures of water utilities systems and facilities, including related equipment and hazardous materials.
- Basic hydraulics and mathematics.
- The operation and maintenance of a variety of hand and power tools, vehicles and power equipment.
- Modern office practices and methods, including computer equipment and specialized software programs relevant to work performed.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

### **Ability to**

- Participate in developing and implementing goals, objectives, practices, policies, procedures and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct water utilities and related maintenance and operations activities.

- Interpret, apply, explain, and ensure compliance with applicable Federal, State and local policies, procedures, laws and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, procedures and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping and project management systems.
- Read, interpret, retrieve and produce drawings, blueprints, maps and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, vehicles and equipment required for the work; perform routine equipment maintenance.
- Make accurate arithmetic calculations.
- Cooperatively and effectively work with other crewmembers in a team environment.
- Operate modern office equipment including computer equipment and specialized software programs relevant to work performed.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around water utilities systems and related facilities; strength, stamina, and mobility to perform light to heavy physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle and visit various City and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees partly work in an office environment and partly work in and around public works infrastructure and utilities, 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, and hazardous physical substances and fumes. Employees

may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.

### **PREREQUISITES:**

#### **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 graduation from an accredited college with a B.S. in Engineering or Business Management or closely related field is desired, or an AA degree and five years progressively responsible experience in water systems.
- Five (5) years of increasingly responsible experience in water quality control, water distribution, and/or water treatment, including two (2) years of lead or supervisory experience.

#### **LICENSES AND CERTIFICATIONS**

- Possession of a valid California Class C driver's license by time of appointment.
- Possession of, or ability to obtain, a valid Backflow Device Tester Certificate issued by the AWWA.
- Possession of a valid Grade III Water Distribution Operator Certificate issued by the California State Water Resources Control Board (SWRCB).
- Possession of a valid Grade II Water Treatment Operator Certificate issued by the SWCRB may be required if treating water.