JOB DESCRIPTION

Water Supply Assistant Supervisor

Date Prepared: July 2014

SUMMARY: Under general direction, plans, coordinates, supervises, and directs the Water Supply Division; oversees the operations and maintenance on City pumps, wells, tanks, water treatment facilities, and related equipment; oversees the water quality and Cross Connection Control programs; may serve as a Supervisor in the absence of the Water Supply Supervisor; and performs related work, as assigned.

ESSENTIAL FUNCTIONS: – Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Supervise Water Supply Crews; oversee daily work schedules; oversee the inspection, operation, testing, and maintenance of a variety of water well and pumping equipment, water storage facilities, and water treatment plant facilities, including pumps, air compressors, telemetry system, emergency systems, pipe systems, water storage tanks, chemicals and equipment associated with water treatment, and pressure vessels.
- Oversee the water quality program, including water samples, the cross connection control program, cleaning and flushing the water system, and customer water quality inquiries.
- Ensure compliance with federal, state, and local regulations.
- Maintain and ensure the adequate supply of water in the Districts reservoirs and water system.
- Requisition parts and supplies.
- Maintain, record, and prepare reports; read and interpret drawings, diagrams, and blueprints; and compile and log a variety of readings.
- Utilize a variety of power and hand tools; perform a variety of related welding, carpentry, pipefitting, valve repair, and cement work.
- May participate in emergency call duty on a rotation basis, at the District's discretion.
- Make arrangements with contractors for jobs not performed by agency personnel.
- Assist in the preparation of the annual budget for the Water Supply Division.
- Conduct employee evaluations; prepare and present verbal and written discipline reports, as necessary; promote teambuilding; and may cross-train with other divisions.
- Utilizes computer software programs competently.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:
High school diploma OR GED equivalent, AND five years of experience in water supply maintenance, INCLUDING two years of experience in a leadership role or a lead worker capacity within a comparable sized water utility agency.
Knowledge of:

- Applicable and pending laws, codes, and ordinances.
- Safety and health regulations related to water service quality control.
- Water distribution and treatment procedures.
- Chemicals used in the treatment of water.
- Well and pump efficiency testing.
- Operation and maintenance of portable engine generators.
- Standard tests for determining water quality.
- Automatic control valves and their maintenance.
- Basic record-keeping and report writing practices.
- Equipment, materials, and tools used in the operation and maintenance of motors, engines, pumps, compressors, and other equipment.
- SCADA telemetry system.
- Basic computer skills and standard software.
- Methods, materials, and equipment used in engineering, construction, inspection, and maintenance of a water system.
- Budget preparation and expenditure control.
- Principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods.

Skill in:

- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Analyzing situations accurately and make effective recommendations.
- Interpreting Engineering and Public Works plans, specifications, drawings, and department Map Book.
- Inspecting, operating, and diagnosing problems.
- Performing preventative maintenance on related equipment.
- Performing facility and equipment tests, including well and pump efficiency tests.
- Interpreting and applying various federal, state, county, and District codes, regulations, and ordinances pertinent to water quality standards.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid, unrestricted California Class “C” driver’s license.
- May be required to obtain a California Class “A” driver’s license with a Hazardous Materials Endorsement.
- Must possess a California Department of Public Health (CDPH) Water Treatment Operator Grade 2 Certificate.
- Must possess CDPH Water Distribution Operator Grade 4 Certificate.
PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools or controls; and lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical hazards. Incumbent wears personal protection-protective footwear. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.