



JOB DESCRIPTION

Water Supply Supervisor

Date Prepared: August, 2014

SUMMARY: Under general direction of the Water Supply Manager, plans, coordinates, supervises, and directs the water quality program, water treatment, and water production facilities. May act as Water Supply Manager in their absence; and performs other job-related duties, 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 the Water Supply Division; oversee daily work schedules; the inspection, operation, testing, and maintenance of the water quality and sampling program; Cross-Connection Control Program; potable and recycled water well and pumping equipment; potable water treatment plants; potable and recycled water storage facilities, including pumps, air compressors, disinfection equipment, automatic actuating equipment, emergency systems, pipe systems, and the Supervisory Control and Data Acquisition (SCADA) system.
- Maintain and ensure the adequate supply of water in the District's potable and recycled water storage tanks; ensure water served to District customers and meets Primary and Secondary Drinking Water Standards; ensure compliance with federal, state, and local regulations involving potable and recycled water.
- Respond to customer water quality complaints; coordinate with wastewater treatment plant staff in scheduling recycled water deliveries to the City and other entities; requisition parts and supplies.
- Oversee the operation of emergency-power generation equipment.
- Plan and direct a variety of related welding, carpentry, pipe fitting, valve repair, and cement work.
- Compile and log a variety of readings.
- Provide information and respond either orally or in writing to the California Department of Health and other entities regarding water quality, treatment, and distribution issues.
- Prepare and present a variety of reports.
- Assist in the preparation of the annual budget for the Water Supply Division and maintain accountability throughout the year; and coordinates contract work.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent, AND two years of college coursework in Engineering AND/OR Management INCLUDING three years of supervisory experience in water treatment, water quality control, AND water production within comparable-size water utility; OR six years supervisory experience in water treatment, water quality control, or water production may substitute for the required college coursework.

Knowledge of:

- Principles of treating water to ensure compliance with regulations.
- Applicable laws, codes, ordinances, safety, and health regulations related to potable and recycled water.
- Chemicals used in the treatment of water.
- Confined space entry, fall protection, and hazardous materials regulations.
- Pending potable and recycled water quality regulations.
- Standard tests for determining water quality, automatic control valves, and their maintenance.
- Well and pump efficiency testing.
- Operation and maintenance of portable engine generators.
- Basic record-keeping and report-writing.
- Water distribution and treatment procedures; equipment, materials, and tools used in the operation and maintenance of motors, engines, pumps, compressors, and other equipment.
- SCADA systems; budget preparation, and expenditure control.
- Basic computer skills and standard District software.
- Methods, material, and equipment used in engineering, construction, inspection, and maintenance of a water system.

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.
- Communicating effectively, both verbally and in writing.
- Reading and interpreting a variety of charts and gauges.
- Keeping accurate records and preparing required reports.
- Inspecting, operating, and diagnosing problems and performing preventative maintenance.
- Interpreting documents such as safety rules, standards, and specifications, procedure manuals, detailed construction drawings, detailed contracts, maps, property descriptions, and detailed correspondence.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with City Manager, City Council, department heads, managers, supervisors, employees, consultants, contractors, vendors, external public and private agencies, academic institutions, and the general public; applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Must possess a valid, unrestricted California Class "A" California driver's license within one year of hire.
- May be required to obtain a Hazardous Materials Endorsement.
- Possession of a California Department of Public Health (CDPH) Distribution Operator Grade 4 Certificate and
- a CDPH Water Treatment Operator Grade 3 Certificate is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an indoor/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.

Department Head

Date

Personnel Officer

Date