

## ***WATER TREATMENT AND SYSTEM SUPERVISOR***

### **DEFINITION**

Under direction of the Director of Operations, the Water Treatment and System Supervisor, performs responsible supervisory, administrative and technical work in the operation and maintenance of water and wastewater systems; and performs other related duties as required.

### **CLASS CHARACTERISTICS**

This is a single position class. The incumbent supervises and participates in the monitoring, operation, installation, repair and maintenance of water and wastewater treatment plants, water production, distribution and storage facilities, wastewater collection system and wastewater pump stations. The position is responsible for planning operations, and for implementing water quality standards, and monitoring programs. This class is distinguished from Water Treatment and System Operator in that the latter class works under the supervision of the Water Treatment and Systems Supervisor and has less responsibility for operations, and exercises less independence of action and judgment. Incumbent is subject to being assigned after hour, standby duty assignment, and other irregular hours.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	Director of Operations
Exercises supervision over:	Water Treatment and System Operator Electrician/Instrumentation When assigned, exercises supervision over Fields Services Workers I/II

### **ESSENTIAL DUTIES (*Duties may include, but are not limited to, the following*):**

Plans, organizes, and participates in the operation, maintenance and repair of equipment used in the operation of the water and wastewater treatment systems, including wells, pumps, valves, reservoirs and treatment plants; monitors computer control system, responds to monitors and alarms and determines and takes appropriate action; monitors, tracks and interprets water treatment plant and distribution system data and adjusts treatment process including chemical applications and distribution system based on readings from meters, gauges, level indicators and recording charts.

Plans and implements a comprehensive water quality monitoring program; schedules and directs the collection water and wastewater samples at various locations, performs routine laboratory analysis and records and reports results; maintains laboratory compliance with policies and certification requirements; maintains records and prepares reports; ensures compliance with District and regulatory requirements.

Monitors and directs the operation of pumping facilities, valves, and storage reservoirs to regulate water flow and storage utilizing SCADA control system.

Plans, organizes and participates in troubleshooting, repair and maintenance of internal components of distribution and treatment facilities including pumps, pump control valves, motor control systems, telemetry systems, hydraulic and pneumatic valves, chemical feed pumps and other electronic equipment; calibrates PLC, analyzers and other electronic equipment and maintains calibration records.

Oversees inspection of stream intakes, water production, treatment and storage facilities, and wastewater collection, transmission and treatment facilities.

Reviews customer inquiries regarding water quality, including color, taste, odor, pressure and lack of water; investigates and responds or delegates response to customer.

Maintains records and prepares reports on treatment process, performance and instrumentation, water quality and wastewater quality; prepares periodic reports to regulatory agencies; prepares for and serves as Chief Plant Operator for regulatory inspections.

Evaluates system performance and consults with management on problems or concerns, long and short-term needs and system improvements and on regulatory and compliance matters.

Makes recommendations on selection of staff; assigns, schedules, trains and supervises staff; establishes performance standards and evaluates performance; establishes training program and trains standby duty assignment staff and serves as technical resource for on call staff.

Speaks to schools, civic groups and public and conducts tours of treatment facilities.

Prepares budget estimates; prepares purchase requisitions; maintains appropriate levels of chemicals, parts and supplies.

When assigned to standby duty assignment may respond to customer service calls, computer alarms and monitor and operate water and wastewater systems.

May be assigned as designated Chief Operator for Water Distribution System and/or Water Treatment Facility.

May supervise Operations Department in absence of the Director of Operations.

### **QUALIFICATIONS**

#### ***DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:***

- Principles and practices of supervision and training;

- Advanced principles and practices of water treatment and distribution;
- Advanced principles and practices of wastewater collection, treatment and disposal;
- Methods and techniques of water and wastewater sampling and testing;
- Basic chemistry, microbiology and related laboratory sciences;
- Laboratory techniques;
- Safe working practices necessary in working with hazardous materials and chemicals, and confined spaces;
- Principles and practices of electronic and electrical systems used in water and wastewater treatment equipment and hydraulics;
- Methods and techniques in the maintenance and repair of pumps, valves, pipes, bearings, controls and related equipment;
- Applicable local, federal and state regulations affecting water and wastewater treatment, water quality, water distribution and testing;
- Principles of cross connection control.

***ABILITY TO:***

- Plan, organize and direct the work of others;
- Train and supervise staff;
- Read interpret and apply technical material, laws, rules, regulations, policies and procedures, blueprints, diagrams and written correspondence;
- Conduct water and wastewater sampling and testing;
- Monitor, operate and maintain water and wastewater treatment facilities, water production and distribution systems and wastewater collection and disposal systems;
- Provide clear verbal communications and prepare technical reports and memoranda in a well constructed and concise manner;
- Repair, install and maintain water mains, services valves;
- Perform mathematical computations including basic statistics and analytical formulas;
- Establish and maintain cooperative working relationships with employees, supervisors, regulatory agencies and the public;
- Understand and carry out oral and written instructions;
- Perform call back work as assigned;
- Work independently.

***PHYSICAL AND SENSORY REQUIREMENTS***

- Sufficient eyesight to read fine plans and standard text and data;
- Ability to speak and hear at normal conversational levels in person and over the telephone;
- Manual dexterity to write legibly and to use construction tools;
- Ability to lift and carry up to forty (40) pounds of equipment and/or materials on a regular basis and one hundred (100) pounds on an occasional basis;
- Ability to routinely walk on uneven and slippery surfaces;
- Exposure to outdoors, including inclement weather and high noise levels;
- Ability to travel to different sites and locations;
- Ability to reach, bend, stoop or crouch to perform work.

**TRAINING AND EXPERIENCE GUIDELINES**

*Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:*

**EDUCATION:** High school graduation or equivalent is desirable.

**EXPERIENCE:** Five (5) years of experience as a Water Treatment and System Operator - OR -

Five (5) years in the operation and maintenance of water and wastewater treatment facilities, including or supplemented by field work in water distribution and including two years in a lead or supervisory position.

**CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

A valid California class C driver's license must be maintained at all times.

Possession of and continued maintenance of a State of California, Department of Health Services Water Treatment Certificate Grade T3 and Water Distribution System Certificate Grade D4. Possession and continued maintenance of a Grade I Wastewater Treatment Operator certification from the State Water Resources Control Board.