



POSITION DESCRIPTION

TITLE: OPERATIONS SUPERVISOR

REPORTS TO: Operations Manager

GRADE: 12

FLSA: Exempt

DATE: 12/2011

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: (Position Titles) Utility I, II, & III; System Operator I & II; Equipment Technician, Lead Valve Maintenance Technician; Facilities Coordinator.

INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: High School diploma (or equivalent), valid California driver's license and proof of insurability, and Standard First Aid and CPR certifications are required. State of California Water Distribution Operator D3 certification is required and State of California Water Treatment Operator T2 certification is desirable; A Water Technology certification is highly desired.

In addition to above, for the System Operations Supervisor, a State of California Water Distribution Operator D4 certification with the ability to obtain a D5 certification within one year of appointment is required. A State of California Water Treatment Operator T2 certification is also required within one year of appointment. For the System Construction Supervisor, a Class "A" driver's license is required and certification as a "Competent Person" is highly desirable.

EXPERIENCE: Minimum of seven years of progressive experience with at least three (3) years in a lead or supervisory capacity. Specific experience depending on department to include: operation and maintenance of a water distribution system such as planning; scheduling; installing and repairing water mains, valves, pumps, fire hydrants, meters; operation of reservoirs, tanks, pump stations, pressure reducing stations; familiar with the removal and replacement of concrete and asphalt; thorough knowledge of water quality issues, demonstrated comprehension of applicable California and Federal rules and regulations regarding governmental agencies, water quality and safety; ability to effectively utilize personal computers and peripherals; proven ability to organize and manage competing priorities.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Operations Manager to receive general direction and review overall work accomplishment; assigned crew to provide detailed supervision; other supervisors or lead personnel to coordinate assignments and resolve technical matters; District support staff to discuss finance, personnel and related matters; all other District personnel as required.

EXTERNAL: Interaction with contractors and general public to discuss maintenance issues; vendors to evaluate and/or purchase products; local government officials; and emergency service personnel as

required.

PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping, and exposure to a computer screen; good hearing, eyesight and speech capabilities; ability to effectively utilize a personal computer and peripherals; excellent verbal and written communication skills.

This position requires the ability to work evenings and weekends.

ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wears protective clothing as required. When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided and must be used at all times.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include planning, directing, implementing and administering one or more of the following areas: System Maintenance, System Construction, and System Operations.. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary; support of the District Strategic Plan and Mission Statement by acting as a role model and assuring departmental employees remain informed and involved; and the ability to interact successfully in a team environment are essential. Reliable, stable attendance is required.

% TIME	TASKS
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System Maintenance Supervisor 50%	
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- Directs installation, troubleshooting, repair, and replacement of all water meters and metering systems.
- Directs the operation and maintenance of the cathodic protection system including impressed current, sacrificial, and service lateral protection systems.
- Directs and coordinates responses to complex customer complaints and/or potential leaks.
- Directs and coordinates the inspections and maintenance related to the District Landscaping and Janitorial contracts.
- Coordinates customer notification and highlines in conjunction with the Engineering and Operations departments.
- Directs the operation and maintenance of the Districts' leak detection monitoring systems.
- Oversees the maintenance of facilities and the activities of the Facilities Coordinator position.

System Construction Supervisor

50%

- Directs and coordinates the activity of District construction crews assigned to this department.
- Directs construction activities so that they are in compliance with District specifications.
- Directs tests, leak repairs and installation to water mains, recycled water mains, water service laterals, fire hydrants, automatic and manual air release valves and exercise valves.
- Manages traffic control for all construction activity related to District construction crews.
- Directs the fleet maintenance operation including supervising the fleet mechanic and overseeing vehicle procurement and disposal.
- Directs minor facility maintenance and construction work on various District buildings and sites.

System Operations Supervisor

50%

- Directs the operation of the District's potable and recycled water distribution systems.
- Directs the operation and maintenance of the District's pressure regulation systems and pump stations.
- Directs the operations and maintenance of the District's water storage tanks.
- Coordinates all flow changes from SDCWA and/or the District's DCMWTP to properly supply the potable distribution system with potable water.
- Coordinates flow changes from the various recycled water sources to properly supply the recycled distribution system with recycled water.
- Oversees water quality in both the potable and recycled water systems as well as water quality issues for customers.
- Plans and implements water quality monitoring activities that meet all regulatory and operational requirements.
- Prepares and submits all required monitoring reports for approval by the Operations Manager and/or the regulatory agencies.

All Positions

40%

Supervises a staff of employees engaged in the above areas of responsibility.

- Oversees the implementation of strategic goals and policies.
- Makes all work assignments and reviews results.
- Provides detailed input on plan reviews related to water, recycled water and sewer systems.
- Recommends hiring, termination, promotion, salary increases.
- Researches and recommends action on employee issues.
- Oversees the training and evaluation of subordinates on work skills.
- Ensures compliance with applicable regulations and all safety procedures.
- Acts as emergency (or on-call) fill-in for all supervised positions if necessary.
- Works with outside contacts to resolve inquiries, technical matters and obtain permits.
- Participates in a variety of management meetings to provide input and resolve issues.
- Completes clear, concise reports as required, utilizing District software.
- Resolves conflict issues constructively, develops effective resolution to personnel and inter-departmental issues.
- Plans and submits policy recommendations regarding operations and

- procedures.
- Ability to plan and work within budgetary guidelines for assigned areas of responsibility.
 - Professionally represent the District.
 - Ability to respond to emergency situations using sound judgment.
 - Manages labor resources effectively, conducting interim and annual evaluations, assuring competent and timely employee feedback and documentation of performance
 - Establishes consistent methods of ongoing training for personnel.
 - Ability to organize and implement departmental record retention requirements for data management.
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DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10% Performs all related duties as assigned.