



POSITION DESCRIPTION

TITLE: WATER TREATMENT FACILITIES SUPERVISOR (Grade V Operator)

REPORTS TO: Operations Manager

GRADE: 14

FLSA: Exempt

CONFIDENTIAL: Yes

SUPERVISORY RESPONSIBILITIES

DIRECT: (Position Titles) Water Treatment Operator Level I, II, III, and IV

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, Associate's degree in public administration, business administration, chemistry, biology or related field preferred. A valid California driver's license and proof of insurability; Standard First Aid and CPR certifications; and a Hazardous Materials license are required. State of California Water Treatment Operator T5 and State of California Water Distribution D3 certifications are required.

EXPERIENCE: Minimum of five years of progressive experience in water treatment or distribution. At least two years of supervisory experience in the operation and maintenance of a water distribution system or water treatment plant including administrative responsibilities. Experience with the permitting process; thorough knowledge of water quality issues; knowledge of applicable California and Federal rules and regulations. In addition, incumbent must have the knowledge, skills, and ability to correctly read and interpret construction blueprints and engineering drawings.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive general direction and review status of work accomplishments; Water Treatment Operators, Operations Supervisors and other lead personnel to coordinate internal work assignments; Operations Manager to provide input on engineering, finance, personnel and other matters related to support of operations projects; all other District employees as required.

EXTERNAL: Interaction with contractors; developers' representatives; general public to respond to questions on water treatment process impacts, pressure and related matters; San Diego County Water Authority and governmental and regulatory agencies during the course of the water treatment program; suppliers, and vendors to evaluate new products which might be acceptable for use by the District; emergency service personnel as required.

PHYSICAL REQUIREMENTS

Ability to walk extended distances; climb stairs and ladders; may on an infrequent basis assist with lifting up

to 100 pounds. Ability to tolerate repeated bending and stooping. Good hearing, eyesight and speech are necessary. Ability to effectively utilize a personal computer, keyboard and peripherals. Ability to tolerate prolonged exposure to a computer screen. Ability to utilize various laboratory equipment. Excellent verbal and written communication skills are required.

This position requires the ability to be “on-call”, work evenings, weekends and Holidays.

ENVIRONMENTAL CONDITIONS

Work is primarily performed indoors in water treatment plant with various mechanical and electrical hazards and noise. Work is occasionally performed outdoors on plant premises or accessory facilities in all types of weather. Subject to contact with chemicals (e.g. chlorine, sodium hydroxide, etc.), confined spaces, foul odors, hazardous traffic conditions, noisy conditions, contact with animals and insects, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Work is also occasionally performed in an office setting with office type of lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; long periods of sitting; exposure to a computer screen. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position is responsible for operating and maintaining the District's water treatment system. This includes but is not limited to the District's water treatment plant and chlorine and ammonia feed systems. Under general supervision, this position is responsible for ensuring the District's compliance with all local, state and federal regulations relating to water production and delivery to the distribution system. Responsible for the planning, administration and implementation of the District's water treatment programs. Responsible for effectively utilizing District resources. Acts as a positive role model and professionally represents the District. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety program is necessary. An ability to perform successfully within a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently with a clear understanding of goals and objectives are essential. Ability to effectively utilize personal computers and peripherals and a proven ability to organize and manage competing priorities are required. Reliable, stable attendance is required.

% TIME	TASKS
25%	Administers the operation of the water treatment program: <ul style="list-style-type: none">• Recommends and implements resulting policies and procedures.• Submits budget recommendations.• Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff and implements improvements.• Directs, coordinates and reviews the work plan for assigned water treatment services and activities; assigns work activities and projects; monitors work flow.• Submits required reports to the California Department of Public Health (CDPH), EPA (Environmental protection Agency) and other regulatory agencies as required.
50%	Directs the organization and operations of water treatment and filtration operations: <ul style="list-style-type: none">• Monitors and reports the amount of water being produced and treated.• Analyzes and recommends operational procedures and preventive maintenance work.• Ensures regulatory compliance of water filtration systems; maintains awareness of changes in regulatory requirements and implements changes into operations.• Inspects water meters, pump stations, reservoirs and pressure control stations.

- Plans and schedules system maintenance and repair.
- Establishes standards for work, writes specifications and obtains bids/proposals for contracts, services and supplies/equipment.
- Oversees contract services and installation of equipment to operate the plant/facilities.
- Conducts tours of the facilities for the public or other agencies.

15%

Assists in the staffing and development of water treatment personnel:

- Selects, trains, motivates and evaluates water treatment personnel; provides technical instruction and guidance; conducts performance appraisals; provides or coordinates staff training.
- Works with employees to correct deficiencies.
- Participates in the development and implementation of goals, objectives, policies and priorities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water treatment system operation.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10%

Performs all related duties as assigned.