



ROWLAND WATER DISTRICT

WATER SYSTEMS SUPERVISOR

Definition

Under general direction of the Operations Superintendent, the primary duties and responsibilities of this position involve performing, directing and training subordinates in the following: operating, maintaining and repairing potable and recycled water transmission and distribution pumping and storage systems; verifying and maintaining water quality standards; and performing other related duties as required. This position performs the duties of the Operations Superintendent in his/her absence.

Example of Duties – Duties may include but are not limited to the following:

- Monitors and/or trains subordinate staff to control daily operational functions of potable and recycled water distribution and storage systems.
- Performs, documents, and evaluates preventive maintenance procedures on water system facilities.
- Collects and analyzes water quality data and prepares mandatory chemical and microbiological reports.
- Performs and documents regular inspections of portable and stationary emergency backup equipment.
- Assists in coordinating and administering the District's Cross-Connection Control and Backflow Prevention Program.
- Updates and implements operating and water quality monitoring plans to ensure compliance with regulatory agencies.
- Maintains written and electronic databases which may include but are not limited to, source and finished water quality analyses, preventive maintenance procedures, fire-flow evaluations, customer water quality complaints, cross-connection control and backflow prevention assembly inspections.
- Assists in, or prepares mandatory reporting documents for compliance purposes. These reports may include but are not limited to: monthly, annual and periodic reports required by Federal, State and Local regulatory agencies.
- Researches regulations and technical documents that pertain to regulatory compliance and the achievement of the District's goals and objectives.
- Conducts operational and water quality analyses and electronically summarizes the data with tables, graphs, reports and/or presentations to clarify the cause and effects of current or projected District actions.

Example of Duties (continued):

- Coordinates assistance with other District personnel to ensure compliance of water quality rules, regulations and standards and goals.
- Assists the Operations Superintendent in evaluating and monitoring safety procedures and equipment.
- Assists the Operations Superintendent in evaluating subordinate staff performance levels and/or administering appropriate disciplinary actions.
- Responds to emergency situations on an “as needed” basis.
- Performs Operations Superintendent duties in his/her absence.
- Performs other tasks as assigned.

Typical Physical Activities

Physical activities may include but are not limited to:

- Operates various types of District vehicles used in daily field operations.
- Must be able to carry, push, pull and lift equipment or parts weighing up to 90 pounds.
- Performs or trains subordinate staff for strenuous tasks while wearing either a respirator or self-contained breathing apparatus.
- Performs or trains subordinate staff for procedures performed which may involve exposure to chemicals typically used in water transmission and distribution.
- Performs or trains subordinate staff for tasks which require entry into permitted confined spaces and climbing ladders to heights up to 50 feet.
- Perform duties during extended or intermittent periods of walking, climbing, lifting, bending, pulling and/or pushing, grasping, reaching, stooping, crouching, sitting or standing.
- Works in inclement weather and environments exposed to heat, noise, dust and dirt.
- Keyboard entry, reading, writing, color determination.

Advanced Knowledge of:

- Procedures, methods, tools and equipment used in the operation and maintenance of water distribution equipment and appurtenances.
- Types of information technology (IT) systems used in telemetering.
- Mathematical principles related to water industry computation of flows, pressures, volumes and chemical dosages.
- Approved regulatory procedures for water quality sample collection and handling.
- Facility maintenance record keeping.
- Safety requirements relating to electricity, confined space, chemical handling and rotating machinery.
- Drinking water standards and regulatory compliance.
- Relevant regulatory agencies and their representatives.
- Applicable uses of Office Suite software programs and other related software applications.

Advanced Ability to:

- Accurately read and interpret meters, gauges, instruments and charts.
- Maintain, repair, or facilitate repairs to water system facilities, pumps, motors, IC engines, reservoirs, meters, telemetering equipment, control valves and water mains.
- Service emergency pumping or electrical generating equipment.
- Collect and handle water quality samples.
- Perform applicable mathematical calculations.
- Deal tactfully and courteously with the public, the District's contractors/vendors, or other interested parties.
- Operate motorized vehicles and power driven equipment used in water service work.
- Maintain accurate inventory and maintenance recordkeeping.
- Employ practical writing skills.
- Employ practical computer skills.
- Establish a cooperative working relationship with other District employees and promote practical conflict resolution when needed.
- Perform tasks with hearing and vision capabilities corrected to normal ranges

Special Requirements

Possession of a valid California driver's license (Class C) issued by the California Department of Motor Vehicles with satisfactory evidence of a good driving record. This position's driving record must be free of multiple or serious traffic violations or accidents for a minimum period of two (2) years and cannot adversely affect the District's automobile liability insurance rates.

Certification as a State of California, Division of Drinking Water, Grade D4 Water Distribution Operator within 18 months of appointment.

Certification as a State of California, Division of Drinking Water, Grade T2 Water Treatment Operator.

Certification as an AWWA CA/NV Section Cross-connection Control Program Specialist or equivalent.

Satisfactory results received from a physical examination, including pulmonary function test and drug screening. The District will also conduct a comprehensive pre-employment background investigation.

Required to be on stand-by duty status for a continuous period of seven (7) days at scheduled intervals and subject to respond to emergency calls. Stand-by duty status requires regular verification of potable and recycled water system conditions and the immediate response to emergency alarms or callouts.

In order to respond to emergencies in a reasonable time period, this position requires that the employee must be capable of responding and reporting to the District service area boundaries within thirty (30) minutes, given moderate traffic conditions, to any call to service. Travel time from employee's residence shall be estimated by Google Maps or some equivalent software and approved by employee's supervisor.

This position serves a mandatory six-month probationary period.

Desirable Education and Experience

High school diploma or equivalent. Five (5) years combined experience operating and maintaining complex water systems with increasing levels of responsibilities for water supply, water distribution, and water quality monitoring.

Overtime Assignments

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

Fair Labor Standards Act

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, "non-exempt" position.

Equal Opportunity Employer

Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

Americans With Disabilities Act

The District will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date