

JOB DESCRIPTION

Job Title	Water Systems Supervisor	Supervisor	Water Systems and Facilities Manager
Department	Facilities & Operations	Class Group	Supervisor, Professional, Confidential
Division	Facilities, Maintenance, and Operations	Salary Grade	M83
Section	Water Operations	FLSA Status	Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under direction of the Water Systems/Facilities Manager, the Water Systems Supervisor is responsible for the day-to-day, hands-on, operations of the potable and recycled water distribution systems, water treatment plant, reservoir, water pumping stations, pressure reduction stations, and SCADA systems. The Water Systems Supervisor coordinates the use of personnel among the various facilities. Performs related duties as required.

ESSENTIAL DUTIES WEIGHT

Duty 1 **15**
Plans, schedules, assigns, supervises, lays out and directs the work of personnel engaged in the operation, installation, maintenance and repair of the potable and recycled water distribution systems, and the water treatment facility. This includes: cathodic protection systems, pressure reducing stations, pumps, pump stations, reservoirs, tanks, (SCADA) and disinfection systems. Schedules, assigns, and supervises the on-call/stand-by function and personnel providing coverage on a 24/7/365 basis during non-business hours.

Duty 2 **10**
Meets regularly with the Water Systems/Facilities Manager to discuss status of assignments; coordinates work and work scheduling with other departments, divisions and sections; reviews operational data, reports, records, plans and specifications and other documentation as required. Uses the District Computerized Maintenance Management System and other software programs.

Duty 3 **10**
Assists in the preparation, administration, and monitoring of the section's annual budget to ensure expenditures are within budget; prepares, reviews and maintains a variety of financial records and reports for purchasing and maintaining proper shop stock and vehicle inventory. Initiates and approves all purchases for the section per policy.

Duty 4 **10**
Interview and recommend selection of candidates for hire and promotion within the section; prepare and conduct employee evaluations; conduct formal and informal investigations, perform counseling on work issues; prepare documentation, improvement plans to address work performance problems/deficiencies, and recommends and implements approved disciplinary actions.

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Duty 5 15

Evaluate training needs, conduct, budget for, or arrange for appropriate training. Review and approve daily work for subordinates; make periodic inspections of the facilities to determine work to be scheduled; inspect the work of subordinates and evaluate their job performance.

Duty 6 15

Monitor, review, evaluate, forecast, and implement rules, mandates, and regulations while interacting and communicating with various federal, state, and local agencies including public health, contractors, vendors, etc., while meeting deadlines and milestones.

Duty 7 10

Attend and participate in various technical, trade, and training sessions as requested or required.

Duty 8 5

Performs other related duties as assigned.

Duty 9 10

Ensure adherence and compliance with safety and health policies and procedures as well as other State and Federal health and safety laws and regulations; train employees and monitors safety practices, periodically evaluates worksites to ensure safe conditions; attend all required safety training/meetings. Chair and prepare material for the weekly tailgate sessions for the facilities, maintenance, construction, operations, customer service, and technical service staff.

Sum of Weights 100

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Principles, methods, materials, tools and equipment used in operation, maintenance, installation and repair of water distribution and treatment equipment including ; pumps and pump controls, pressure reducing devices, reservoirs , tanks, telemetering systems, cathodic protection systems, disinfection systems, and other system appurtenances.
- ◀ Safe work practices and procedures;
- ◀ Contract administration;
- ◀ District policies and procedures;
- ◀ Applicable Federal, State, and regional water quality requirements and regulations;

ABILITY TO:

- ◀ Supervise, plan and lay out a work program, including estimating cost;
- ◀ Prioritize workload; organize work to meet deadlines;
- ◀ Perform and check all operation calculations involved in the processes;
- ◀ Provide clear verbal communications and prepare technical reports and memoranda in a well constructed and concise manner;
- ◀ Train and coach assigned personnel in a continuous improvement environment;
- ◀ Establish and maintain positive, cooperative working relationships with assigned staff, other District departments, divisions, sections, vendors, customers, contractors, and various agencies.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◀ Manual dexterity to write legibly and to use calculators, computer terminal, and other general office machines;

- ◀ Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records.

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 diploma or equivalent is required.

EXPERIENCE: Five (5) years of progressively responsible experience in the operation of water distribution facilities, pumps and pump controls, pressure reducing valves and telemetering devices with at least one (1) year in a lead capacity. Experience operating a drinking water treatment facility is desired.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A Grade D5 Water Distribution Operator Certificate and a Grade T2 Water Treatment Operator Certificate issued by the California State Water Resources Control Board is required. A valid California class C driver's license must be maintained at all times.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

Possession of a State of California Grade T3 Treatment Plant Operator Certification or higher is desired. Possession of a T5 Treatment Plant Operator Certification qualifies for a 5% increase in salary. A valid California class A driver's license is also desired.