



Water Supervisor

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| Department/Division: | Public Works/Utilities |
| Reports To: | Utilities Manager |
| Provides Direction To: | Senior Water Plant Operator, Water Plant Operator, Maintenance Worker I and II |
| FLSA Exemption Status: | Exempt |
| Date Prepared: | October 6, 2014 |
| City Council Resolution #: | |

GENERAL PURPOSE

Under general direction, plans, organizes and supervises crews and participates in the installation, operation, maintenance, and repair of the City's domestic water systems, including production and distribution facilities and equipment; prepares administrative and regulatory reports and leads field operations; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Water Supervisor is distinguished from the Utilities Manager, who has responsibility for all field maintenance services, and greater supervisory and functional accountability for water and wastewater services. The Water Supervisor is differentiated from the other water operations classifications in this job series by its supervisory authority, and more specialized knowledge and certification in water production and distribution standards.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Schedules, coordinates, trains, supervises, and evaluates the work of water operations personnel engaged in water production, water quality maintenance, and distribution work.
2. Organizes and prioritizes service requests related to the maintenance and repair of water mains, fire hydrants, gate valves, check valves, water service lines, water meters, City-owned park drinking fountains, flow meters, motor control centers, pump control valves, flow control valves, pressure sustaining valves, booster/well pumps and motors, chlorination systems, SCADA and other facilities.
3. Plans daily and longer term inspection, testing, and maintenance goals; reviews work needs, and establishes daily schedules.

ESSENTIAL FUNCTIONS (continued)

4. Estimates material, labor and time requirements for work projects and oversees contract jobs; orders materials and equipment.
5. Initiates field inspections; oversees the work of crews to evaluate progress; analyzes and recommends improvements in work methods and operations.
6. Plans and implements water meter reading schedule to ensure that all meters are read efficiently on a bi-monthly basis.
7. Communicates and executes work place safety standards, including training, equipment use, and work site inspections.
8. Prepares and sends required backflow test forms to residents and business in the City; files and catalogues all returned backflow test forms sheets; notes failures, repairs, or replacement of units for State reporting purposes.
9. Participates in planning and execution of capital improvements projects, including planning, consulting, coordination and inspection with contractors, consultants and other parties working near water facilities and rights-of-way.
10. Prepares monthly water sampling, production, and distribution reports as well as the Annual Water Quality Report; summarizes lab analysis report data.
11. Investigates problems or complaints reported by Water Operators, departmental representatives, officials, and the general public; administers and responds to inquiries and complaints related to water quality, water service disruptions, high usage readings, and construction and maintenance work.
12. Responds to water distribution, production and water quality emergency calls as needed.
13. Maintains and monitors well, reservoir and distribution system water quality and appurtenant equipment consistent with regulatory requirements.

QUALIFICATIONS GUIDELINES

Knowledge of:

Federal, State, and County water quality regulations and requirements; operational characteristics of water distribution and production systems and maintenance; construction engineering and maintenance practices related to water systems; SCADA systems; OSHA safety standards related to trenching, confined space, and construction methods for water mains, pipe fittings, meters and water storage, treatment, distribution, and pumping facilities; work planning and organization; budgeting techniques; supervisory principles and practices; methods, materials, machinery and tools used in water production and distribution work; contract administration practices; customer service practices.

Ability to:

Plan, organize, schedule, coordinate, supervise and evaluate the work of employees; read and interpret engineering plans, specifications and working drawings; accurately estimate material, equipment and labor costs; demonstrate the safe and efficient operation of water distribution and production equipment; analyze and resolve field maintenance problems; inspect work in the field for conformance with departmental standards; prepare administrative reports and maintain accurate work records; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, contractors, managers, vendors, and general public.

Education/Training/Experience:

An Associates of Arts degree is preferable. High School graduation or G.E.D. equivalent is required, preferably supplemented by 30 units of college courses in water quality, treatment, and distribution training and certification in water production and distribution systems. Five years of responsible experience in water production and distribution systems is required, including three or more years of experience in a lead or supervisory capacity.

Licenses, Certificates; Special Requirements:

Valid Class C California driver's license and acceptable driving record.

Possession of a T2 Water Treatment Operator Certificate issued by the California Department of Public Health is required. Possession of a D4 Water Distribution Operator Certificate issued by the California Department of Public Health Department is required.

The employee must be available for on-call, stand-by, and emergency call service.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach above and below shoulder level with hands and arms. The employee must have the ability to frequently sit, stand, walk, bend, stoop, squat, and climb ladders, as well as work in confined spaces. The employee must be able to lift and demonstrate the proper use of hand and power tools weighing up to 50 pounds or more.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret and explain policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with interruptions; and interact with City staff, vendors, contractors, regulatory officials, and the general public.

WORK ENVIRONMENT

The employee frequently works in office and field settings and is subject to variable weather conditions and traffic when outdoors. The employee is exposed to wetness, moisture, heat, mechanical and electrical hazards, chemicals, and dust, and loud noise when working near pumping and other power equipment.