

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: May 12, 2015

POSITION TITLE: **WATER SYSTEMS SUPERVISOR**

GRADE LEVEL: C

SUPERVISOR TITLE: Director of Operations & Maintenance

FLSA STATUS: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA







DEFINITION

Under direction, to supervise and participate in a variety of water distribution activities, including budget developing, scheduling, and systems maintenance.

CLASS CHARACTERISTICS

This is a full first line supervisory classification with responsibility for organizing and assigning duties, evaluating results, conducting performance appraisals and recommending personnel actions such as hiring, promotion, discipline and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit, including monitoring the department budget. Positions at this level typically report to an assigned department head. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit.

EXAMPLE OF DUTIES (Duties may include, but are not limited to the following):

-  Supervise and participate in a wide range of water distribution and treatment activities; establish work methods and procedures; assign duties and evaluate results
-  Develop and conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination
-  Recommend, implement, and ensure compliance with operational policies and procedures
-  Develop and administer the assigned budget; recommend expenditures for equipment, materials and staffing
-  Provide staff assistance to higher-level management staff; investigate and prepare recommendations related to operational and administrative issues
-  Address and resolve customer complaints arising from the operation and maintenance of the District's facilities

- ✎ Develop policy and standards relating to systems operation, facility maintenance and distribution systems construction
- ✎ Supervise the operation and maintenance of the District's water and reclaimed water distribution systems
- ✎ Administer and supervise the operations and maintenance of the District's water systems facilities including pumps and wells, reservoirs, ground water recharge operation, pumping stations, potable, recycled, raw water systems, and dam operations.
- ✎ Review and recommend treatment strategies in response to legislation and regulatory issues and implement changes to maintain conformance with standards
- ✎ Supervise the maintenance of control valves
- ✎ Supervise pump and well installation, maintenance, and rehabilitation

- ✎ Supervise the coordination of all planned shutdowns
- ✎ Review inspector reports and material requirement lists prior to submitting to Division Director.
- ✎ Represent the District at various meetings and coordinate activities with other agencies to address regional water supply issues
- ✎ Supervise the Valve Exercising program
- ✎ Coordinate HAZMAT training and exercises
- ✎ Assist in strategic planning of District's groundwater resources
- ✎ Perform related duties as assigned

QUALIFICATIONS:

Knowledge of:

- ✎ Practices and principles of water distribution and treatment
- ✎ District water distribution systems including layout and location of facilities
- ✎ SCADA operation and principals
- ✎ Basic principles of employee managing including training and performance evaluations
- ✎ Applicable laws, codes, and regulations
- ✎ Mathematical principles related to water measurement and distribution systems

Ability to:

- ✎ Supervise and participate in a full range of water distribution activities and services
- ✎ Maintain control valves and associated pilot systems
- ✎ Assess and analyze operational problems
- ✎ Select, supervise, train, and evaluate assigned staff
- ✎ Interpret and apply laws, codes, regulations, policies, and procedures
- ✎ Gain cooperation through discussion and persuasion

SELECTION GUIDELINES






The appropriate knowledge, skills, and abilities can be achieved through a variety of

combinations of experience and training. A typical example is:

Experience: Five (5) or more years of increasingly responsible journey level experience in water distribution with a minimum of two (2) years supervisory experience/capacity or equivalent (i.e., supervising as duty operator, supervisory training, and/or supervising a project or team).











Training: Equivalent to completion of the 12th grade supplemented by specialized training in water distribution systems. Some college level course work in supervision/management is preferred.

Licenses and Certificates:









-  Grade D5 Water Distribution Certificate – CDPH, required
-  Grade T3 Water Treatment Certificate CDPH, required
-  Haz-Mat Tech OSHA 1910.120, required
-  Water Technology, required
-  Valid California driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS



The essential functions of this position may require the employee to perform the following physical activities:

-  Operate a District vehicle to travel between job sites and District facilities
-  Carry, push, pull, reach, and lift equipment and parts up to 60 lbs
-  Stoop, kneel, crouch, crawl, and climb during regular duties
-  Communicate verbally with District staff in face-to-face, one-to-one settings
-  Stand for extended periods
-  Walk for extended periods
-  Hearing and vision within normal ranges
-  Heavy exertion of energy
-  Regularly use a telephone or radio for communication
-  Certified to wear a Self-Contained Breathing Apparatus (SCBA)

The essential functions of this position may expose the employee to the following working conditions:

-  Inclement weather
-  Toxic materials and gases
-  Electrical Hazards
-  Heights
-  Confined spaces
-  Potentially dangerous tools and equipment
-  Traffic hazards
-  Potential earth cave-ins

OTHER REQUIREMENTS:

-  Must reside within a 30-minute response time to the District headquarters
-  Willingness to work nights, weekends and overtime, as necessary

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date