

## **WATER DIVISION SUPERVISOR**

### **DEFINITION**

Under general direction, to plan, supervise, direct, coordinate, monitor, and measure performance of staff in the operation and maintenance of water production and distribution systems, water, and other public works facilities; and to do related work as required. As assigned, this position may serve as the designated operator in charge or designated operator contact of the Water System as required by the State Water Resources Control Board. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position supervisory class. This position serves as first-line supervisor for staff assigned to the Public Works/Community Development Department's water production and distribution systems. May serve as the designated operator in charge or designated operator contact of the Water System as required by the State Water Resources Control Board.

### **REPORTS TO**

Public Works/Community Development Director, Deputy Director of Public Works/Community Development, Public Works Superintendent, or as assigned.

### **CLASSIFICATIONS SUPERVISED**

Water Systems Operators I/II/III, and other staff as assigned.

### **ESSENTIAL FUNCTIONS**

Plans, prioritizes, supervises, and assigns staff to the installation, operation, and repair of pumps, chlorinators, water mains, valves, hydrants, meters, and electric motors; insures meter readings and chlorine residuals are properly recorded and tabulated; oversees the maintenance of reservoir pressures and water levels; checks, regulates, and maintains pressure gauges and switches, automatic valves, back flow devices, remote recorders, electrical controls, and testing equipment; supervises and performs well testing and pump efficiency tests; directs and performs work in excavating and grading trenches for water services; may operate trucks, compressors, tractors, backhoes, and other construction equipment; directs the repair and installation of pipes and fittings backfilling trenches, and flushing mains; reviews plans and specifications of work to be accomplished; inspects work under construction; instructs and enforces proper safety procedures; locates underground utilities; prepares cost and staff estimates for projects; assists the Public Works/Community Development Director with the development and control of the water division budget; performs a variety of record

keeping, and assists with the development of requisite reports; implements work safety requirements and conducts safety training; implements the Risk Management Program for hazardous materials; responds to questions and provides information regarding assigned areas of responsibility; and collects all pertinent data/information and generates required reports to regulatory agencies. May be required to attend night and weekend meetings.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift material weighing over 50 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal and written communication; use a variety of hand and power tools used in water distribution systems; use a computer and telephone.

### **TYPICAL WORKING CONDITIONS**

Work is performed both in an office environment and outdoors in varying temperatures and weather conditions; exposure to gasses, fumes, dust, grease, and oils; exposure to moving equipment; exposure to electrical current; constant contact with staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles of water pressure and flow.
- Operations and maintenance requirements of water distribution and pumping facilities.
- Methods, practices, materials, tools, and equipment used in installation of water mains, pumps, pipes, and other water system equipment.
- Laws, rules, regulations, and environmental requirements applicable to operation and maintenance of water distribution and pumping systems.
- Principles and techniques of supervision and training.
- Principles and methods of preventive maintenance programs.
- Safe work practices and procedures.

#### **Ability to:**

- Supervise, train, and evaluate the work of assigned staff.
- Perform a variety of skilled work in the maintenance, construction, and repair of water distribution and pump systems and facilities.
- Inspect systems for needed maintenance and repairs and proper completion of maintenance and repair projects.
- Skillfully use a variety of hand and power tools in the maintenance of water distribution and pump systems.

- Read and interpret blueprints and sketches.
- Estimate labor and materials costs and requirements for major maintenance and repair projects.
- Assist with budget development and expenditure control.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way would be:

- Four (4) years of increasingly responsible experience in the operation, construction, and maintenance of water systems including at least two (2) years in a supervisory or lead position.

**Education:**

- Graduation from an accredited community or junior college with an AA degree in general education, business administration, or related field. Education requirement may be substituted with equivalent years of experience.

**License:**

- Possession of a valid California Commercial Class "B" driver's license with appropriate endorsements.

**SPECIAL REQUIREMENTS**

- Certification by the California State Department of Health as a Grade 2 Water Treatment Facility Operator.
- Possession of California Water Distribution Operator Grade 3 certification.
- Possession of current American Water Works Association (AWWA) Backflow Testers certification and Cross Connection Specialist certification desirable, or ability to obtain within one (1) year of appointment.
- Possession of certifications or licenses to meet federal or state regulations as mandated.
- Possession of valid first aid and CPR certification.
- Possession of, or ability to obtain, appropriate certification and licenses as designated by the City of Atwater.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions*

*of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.*

Rev. 06-14-21