WATER OPERATIONS SUPERVISOR

DEFINITION
Under general supervision, assigns, coordinates, supervises staff engaged in Water quality and compliance operations in efforts to ensure aesthetic water to community.

ESSENTIAL FUNCTIONS:
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

TASKS
Participates in and supervises staff responsible for the operation and maintenance of the Water Distribution Operations, in order to produce and deliver safe and aesthetic water to the residents of the City; oversees, interprets and implements City, state and Federal guidelines, policies and procedures of water quality; maintains water distribution system delivery and water quality; schedules, assigns and oversees work activities; monitors and reviews progress, efficiency and quality of work activities; evaluates performance of assigned staff; recommends hiring, training and disciplinary action for assigned staff.

Prepares staffing, time and material estimates required for operation and maintenance-related projects; assists in the preparation of Division budget and staff reports; maintains records and submits reports to Department of Health and other governing bodies for compliance; conducts safety meetings; performs regulatory compliance tasks concerning environmental safety issues; conduct meetings with upper management to work on improvements and projects for the Water Distribution System; attends meetings and seminars involving water quality and water issues, distribution , pumps, motors and other water system equipment.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledgeable of applicable City, county, state and Federal statutes, rules, ordinances, codes and regulations governing water treatment and production.
Knowledgeable of budgeting and purchasing techniques and procedures
Knowledgeable of water quality and safety compliance codes and guidelines
Knowledgeable of personal computer hardware and software
Knowledgeable of occupational hazards and safety precautions
Skilled in supervising, delegating and evaluating work of subordinate staff
Skilled in prioritizing and scheduling maintenance activities
Skilled in providing and following oral and written instructions
Skilled in establishing and maintaining effective working relationships
Ability to effectively communicate verbally and in writing

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending. Incumbent in this classification may be exposed to slippery or wet surfaces, hazardous chemicals, extreme temperatures and weather, high voltages, repetitive motion and vision to monitor.

QUALIFICATIONS
Must possess CA Health Department Certifications in Water Quality and Water Distribution **AND** a minimum five (5) years experience performing progressively responsible level work in water system distribution, operation and maintenance. Must possess at the time of application and maintain a valid California Driver's License.