

WATER PROTECTION SUPERINTENDENT

DEFINITION

Under direction, plans, schedules, assigns, reviews, and supervises the work of staff responsible for administering the District's backflow prevention and recycled water programs to ensure compliance with federal, state, and local regulations; serves in the capacity of the District's Cross-Connection Control Program Coordinator and Recycled Water Coordinator in compliance with Title 17 and Title 22, California Code of Regulations; manages recycled water users; coordinates assigned programs with other District departments; provides complex staff assistance to the Principal Engineer/Water Quality Administrator; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Principal Engineer/Water Quality Administrator. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Water Protection class series that exercises independent judgment related to cross connection, backflow, and recycled water programs with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from the Principal Engineer/Water Quality Administrator in that the latter is a management-level class with responsibility for managing the Water Systems Engineering section.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the assigned work unit(s); identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes and reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with those of other departments and outside agencies.
- Participates in annual budget preparation; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Reviews and comments on recycled water and plumbing plans and specifications for new construction, remodels, and retrofits for compliance with cross connection requirements;

- makes redline changes for accuracy and compliance.
- Supervises the administration and maintenance of the District's cross connection program including directing the planning, coordination, and design of cross connection tests for new and existing recycled water use sites.
- Directs, coordinates, schedules, and performs cross connection control surveys and testing; conducts annual recycle water coverage tests.
- Supervises and performs inspections of newly installed backflow devices; tests backflow for non-compliance.
- Reviews and verifies staff approval of hydrant meter applications.
- Prepares and reviews inspection and compliance reports; submits reports to local, state, and federal agencies.
- Coordinates the administrative activities of the backflow and recycled water programs with other District departments, including data research, public outreach, plan checking and routing, and service applications.
- Provides staff assistance to the Water Quality Administrator; researches, analyzes, summarizes, and interprets data from various sources; prepares various reports, correspondence, and other documents.
- Attends meetings, conferences, workshops, and training sessions and reviews publications to remain current on principles, practices, technologies, regulations, and new developments and changes in the field of cross connection and recycled water programs; implements policy and procedural changes after approval.
- Answers questions and provides information to the public and other agencies; investigates and responds to complaints and inquiries; recommends corrective actions to resolve issues.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols; attends safety meetings, as required; reports all accidents, violations, or infractions to the manager.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration.
- Operations, services, and activities of a cross connection control program including practices, principles, techniques, and basic legal requirements of cross connections.
- Operating characteristics of plumbing, water system, and related devices.
- Backflow devices and cross connection control problems and their prevention.
- District potable and recycled water distribution systems and treatment systems.
- Basic mathematical principles.
- Principles and practices of confined space entry.
- Operational characteristics, use of, and maintenance requirements of equipment used in testing and inspecting backflow devices.
- Occupational hazards and standard safety procedures related to conducting inspections.
- Record keeping and filing system methods, principles, and practices.
- Principles and practices of business correspondence and technical report preparation.
- Applicable federal, state, and local laws, codes, and ordinances and District policies and procedures relevant to area(s) of responsibility.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Supervise and perform inspections on a variety of water systems and wastewater pre-treatment devices.
- Review and interpret blueprints, plans, and technical manuals pertaining to commercial and industrial complexes to determine compliance with District, state, and federal requirements.
- Supervise the evaluation and interpretation of the results of a variety of cross connection control surveys and tests.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Research, analyze, evaluate, and develop improvements in or new inspection methods, procedures, and techniques.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Make accurate mathematical computations.
- Establish and supervise the maintenance of a variety of filing, record-keeping, and tracking systems.
- Supervise the safe and effective operation of vehicles and variety of inspection equipment required for the work.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to the completion of the twelfth (12th) grade supplemented by college level coursework or specialized training related to water science including pre-treatment and cross control programs.

Experience:

- Six (6) years of increasingly responsible experience in recycled water management, cross-connection control, or backflow program administration including two (2) years of lead or supervisory experience.

Licenses and Certifications:

- Possession of a valid Class C California driver's license, to be maintained throughout employment.
- Possession of a valid Backflow Device Testing certificate issued by the Riverside County Environmental Health Department, to be maintained throughout employment.
- Possession of a valid Cross Connection Control Specialist Certificate issued by the American Water Works Association, to be maintained throughout employment.
- Possession of a valid Water Distribution Operator Grade 1 (D1) or Water Treatment Operator Grade 1 (T1) Certificate issued by the California State Water Resources Control Board, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, electrical currents, toxic agents/chemicals, and inclement weather conditions; work with or in water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

PHYSICAL

- Level Two
- Pulmonary

Incumbents require sufficient mobility to work in an office and field setting; stand, stoop, reach, bend, kneel, squat, and walk on uneven terrain, loose soil and sloped surfaces; reach and twist; push, pull, lift, and/or carry moderate amounts of weights; operate assigned equipment and vehicles; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.