

WATER PRODUCTION SUPERINTENDENT

DEFINITION

Under general direction, plans, schedules, assigns, reviews and supervises water production, treatment, and distribution activities and operations within the Water Operations section; supervises the District's domestic, agricultural, and reclaimed water systems, including staff performing operation, construction, inspection, maintenance, and repair activities on water reservoirs, booster stations, ground water wells, treatment plants, and water distribution systems; ensures water quality, water supply, and water storage meet the District's needs and comply with regulatory standards; coordinates multi-department cooperation to facilitate new construction and upgrades related to system operations; serves as the system Chief Operator; provides complex staff assistance to management staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Operations Manager. Exercises direct supervision over technical and field staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Water Production series that exercises independent judgment on diverse and specialized water production, treatment, and distribution activities 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.

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.

- Assumes responsibility for daily water production activities and operations within Water Operations section, including the operation and maintenance of the District's water systems; responsible for the day-to-day operation of domestic, agricultural, and recycled water reservoirs, booster stations, ground water wells, treatment plants, and water distribution system; serves as system Chief Operator as defined by California code.
- Plans, organizes, assigns, supervises, and reviews the work of Water Production 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 for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations; recommends revisions to and updates the Water Production Strategic Plan.
- Monitors activities of the Water Production work unit; provides recommendations concerning process changes and reviews with appropriate management staff; makes operational decisions that affect water quantity and/or water quality; implements improvements.

- Reviews, approves, and maintains imported water orders, well operations, reservoir levels, and fire flow storage to ensure adequate supply of water; coordinates with staff to optimize local water production and water quality; coordinates available water sources based on budgetary requirements and availability; recommends alternate transmission methods when emergency situations arise.
- Oversees and participates in developing project plans for system improvements on existing facilities or temporary systems; works with District inspectors to minimize system disruptions to any of the distribution systems; provides technical advice and inspections for construction performed by the District's maintenance crew as required.
- Reviews project plans and drawings as submitted by developers and engineering staff; makes recommendations based on field observations and operational experience.
- Investigates and resolves reported incidents of problems with distribution system, including water quality issues and system maintenance.
- Coordinates assigned services and operations with those of other divisions and outside agencies.
- Participates in annual budget preparation for Water Production operations, including local well water, surface water, agricultural water, and imported water; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Prepares requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals, negotiations contracts, and recommends award; administers contracts and oversees contractor work to ensure compliance with District specifications and service quality.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files.
- Maintains files, databases, and records related to water treatment, production, and distribution activities; prepares a variety of written reports, memoranda, and correspondence.
- Represents the District in meetings with members of other public and private organizations, community groups, contractors, developers, and the public; serves as staff on a variety of boards and committees.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water production and water quality; directs and participates in the incorporation of new developments into program areas, as appropriate.
- Resolves complex customer questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Responds to emergency call-out situations and performs standby duty for emergency response
- 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.
- Basic principles and practices of budget administration and monitoring.

- Operations, services, and activities of a water treatment, production, and distribution program.
- Advanced operating and maintenance characteristics of various flow control and pressure valves.
- Advanced water quality sampling and testing principles and practices.
- Advanced materials, methods, techniques, and terminology used in operation, maintenance, and repair of mechanical and electrical equipment and systems related to the District's water production facilities.
- Principles and practices used in the maintenance and repair of electrical and electronic equipment and systems including control systems, SCADA system, instrumentation, and electric motors.
- Water treatment systems and techniques and associated materials and equipment.
- Hydraulic principles.
- Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
- Methods and techniques of performing diagnostic troubleshooting services.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to water quality, water production, and water treatment.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Oversee and participate in the management of water production activities and operations.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- 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 completion of the twelfth (12th) grade supplemented by coursework or training in water treatment or distribution, water technology, environmental science, or related field.

Experience:

- Six (6) years of increasingly responsible experience in the operation, construction, inspection, maintenance, and repair of domestic, reclaimed, and agricultural water systems and facilities, including two (2) years of lead supervisory experience.

Licenses and Certifications:

- Possession of a valid Water Treatment Operator Grade T3 certificate issued by the State Water Resources Control Board.
- Possession of a valid Water Treatment Operator Grade 4 (T4) certificate issued by the State Water Resources Control Board within 12 months from appointment.
- Possession of a valid Water Distribution Operator Grade 5 (D5) certificate issued by the State Water Resources Control Board.
- Possession of a valid Class c California driver's license, 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

Water treatment plant and field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water; work on slippery surfaces; regularly work near moving mechanical parts; and work around moderately loud noise levels; incumbents may be required to work evenings, nights, and weekends.

PHYSICAL

- Level Three

Incumbents require sufficient mobility to walk, stand, and sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to light amounts of weights; operate assigned equipment and vehicles; 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.