

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Water Distribution Supervisor**

**DEFINITION**

Under general direction plans, organizes, directs, supervises and assists in the operation and maintenance of a water distribution system, including the facilities and equipment necessary to supply, transmit and store water for a municipal water distribution system, which includes, residential, commercial and industrial users; plans, organizes, directs and assists in the field investigation and resolution of reported system water quality, service, pressure, hydraulic, or related issues, special studies and sampling programs; performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Water Distribution Supervisor is the supervisory level class in the Distribution Operator series and with technical supervisory oversight of utility maintenance and construction. The Water Distribution Supervisor is distinguished from the Chief Distribution Operator in that the former has overall responsibility and full supervisory authority of the work unit and its operational activities. The Water Distribution Supervisor shall serve in a capacity consistent with "Chief Operator" as defined within §63750.25 of Title 22, California Code of Regulations, for the Agency's distribution system. Positions in this class are characterized by supervisory responsibility for operational, maintenance, field investigative, monitoring and sampling activities to ensure reliable storage, transmission, and distribution of high quality treated water. Successful performance requires monitoring and taking appropriate action to ensure that assigned facilities are operated within prescribed limits to meet performance standards, regulatory requirements, changing conditions and emergencies. Responsibilities may include working off hour shifts, holidays and weekends in a continuous operations (24/7) environment.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned management personnel. Exercises direct supervision over assigned technical and maintenance personnel and functional supervision as the Chief Operator as necessary.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class are not intended to be an inclusive list.*

Plans, directs, assigns work, supervises, and evaluates performance of subordinate staff. Makes recommendations to divisional management on the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; evaluates performance standards, and implements discipline procedures.

Plans, organizes, and directs the operations of water distribution facilities providing for adjustments of operations within prescribed limits to meet performance standards, regulatory requirements, changing conditions and emergencies. Ensure compliance with regulatory requirements related to a water distribution system; prepares and submits various regulatory reports to relevant agencies.

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Operates pumps and valves by both local and remote control to regulate water flow through a distribution system; collects, interprets and analyzes data from a computer-based supervisory control and data acquisition (SCADA) system and appropriate meters, gauges, charts, and visual inspection; determines and coordinates the rates with demand, storage, energy management principles, and shall maintain close coordination with the Water Treatment Supervisor regarding production from water treatment plants.

Develop, maintain and promote District policies and procedures related to the water distribution system; develop initiatives and goals for the work unit in support of key performance indicators or measures.

Evaluate operations and activities of assigned section; develop, recommend or implement operating methods and procedures designed to eliminate operating problems. Identifies and reports on facility deficiencies, hazards and security needs; recommends maintenance or improvements.

Performs such record and report functions as maintaining logs of plant operations, test results, maintenance work performed and unusual operating conditions; prepares routine report and special reports as required.

Assist with development and administration of section budget; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditures.

Respond to citizen inquiries and complaints regarding water distribution issues and operations, including corresponding with outside agencies; develop cost estimates associated with work activities.

Prepares detailed outage plans to support construction and maintenance activities and minimize impacts to customers; assist and supports distribution maintenance to resolve shutdown problems resulting from maintenance and repair activities (e.g., main breaks response).

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Principles and practices of supervision, training, discipline and performance evaluation. Federal, state, and local laws, codes, regulations, policies, and procedures pertaining to safety, water supply, and water distribution systems/operations. Knowledge of the operation and maintenance of water distribution system equipment and facilities; and distribution principles, methods, and practices, including energy management in a multiple pressure zone system; safety regulations pertaining to the work; mechanical, electrical, and hydraulic principles; principles, practices, tools and equipment used to maintain, repair, overhaul and calibrate a variety of water distribution system equipment and

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facilities; layout, equipment, instrumentation, and functions of a water distribution system, including major components of pumping plants, reservoirs, tanks and rate control stations. principles and practices of standardized water quality tests; hydraulics related to piping systems used in water transmission and distribution systems; valves, fittings, cross connection control requirements and backflow prevention devices, appurtenances and appliances in industrial and residential plumbing; and distribution principles; operation of pumps and pumping plants, pressure systems, pressure regulators, flow controls, and the operation of the distribution system including reservoir inlet/outlet valving and control piping; procedures for chlorinating, dechlorinating, and flushing in accordance with all pertinent State regulations the distribution system.

### Skill/Ability to:

Plan, direct, organize schedule, assign, review and evaluate the work of others; establish and maintain effective working relationships; communicate effectively, verbally and in writing; prepare clear and concise reports; recognize unusual, inefficient, or dangerous operating conditions and take appropriate action; accurately read, interpret and record data from gauges, meters and a SCADA system; read and interpret plant piping and distribution diagrams; observe, inspect evaluate and recommend or take actions based complex data and information obtained from distribution system equipment and facilities; operate water distribution system equipment, including automatic control devices; perform minor maintenance; maintains facilities and equipment associated with the distribution system including tanks, pump stations, and pressure reducing stations; make operating adjustments to water distribution system equipment; maintain a safe and reliable water supply for customers; using hand and power tools; read equipment specifications and instructions; read topographical, distribution and drainage system map; use power and hand tools and instruments common to the plumbing rate; use PCs to access geographical information, mapping and system operational data; use electronic field monitoring instruments; organize, analyze and report results of field data; communicate water quality information to consumers; and deal courteously and effectively with the public. Ability to maintain regular and predictable attendance is a condition of employment, subject to applicable medical and disability leave laws. On a continuous basis, sit at desk for long periods or oversee water distribution activities outdoors; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

### Experience and Education:

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

#### Experience:

Five years of increasingly responsible experience in the operation of a water distribution system while holding a D3 or T3 for three of those years, including two years providing technical and functional supervision over assigned personnel.

#### Education:

Equivalent to the completion of the twelfth grade. An Associates Degree, or higher, with directly related science course work is highly desired.

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**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a valid Water Distribution Operator D5 certificate issued by the State Water Resources Control Board (California).

Dual certification (distribution and treatment) is highly desired.

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Director of Human Resources

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Date

Established: 07/28/2023

Revised:

FLSA: Exempt

Unit: Safety