

EL DORADO IRRIGATION DISTRICT
Class Specifications

CLASS TITLE: Water Operations and Maintenance Supervisor

DEFINITION

Under general direction plans, organizes, directs and supervises the operation and maintenance of the District's drinking water treatment and distribution systems within the Operations Department; and performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full supervisory responsibilities for a section, as identified by the District, including planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Drinking Water Operations Manager. Exercises direct supervision over assigned technical and maintenance personnel.

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.*

Develops and implements goals and objectives related to assigned section; establishes schedules and methods for the operation and maintenance of water treatment plants and the operation of water distribution systems; implements policies and procedures.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in the maintenance and operation of the District's potable water treatment plants and operation of the distribution systems, ensuring regulatory compliance.

Evaluates operations and activities of assigned section; recommends improvements and modifications; prepares various reports on operations and activities.

Assists Division Manager and/or Department Director in developing and administering section budget; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; monitors and controls expenditures.

Recommends to the Division Manager and/or Department Director the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Coordinates daily operational and maintenance activities, including but not limited to, emergency response activities, system tie-ins, system shutdowns, maintenance and repairs; monitors drinking water treatment and distribution operations.

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Monitors and analyzes water quality; receives and responds to public concerns and questions regarding water quality and distribution issues; directs adjustments to treatment operations as necessary.

Performs and/or assists with the more complex and difficult operational and maintenance activities.

Develops, implements and oversees a comprehensive preventative/predictive maintenance program.

Assists with the review of Capital Improvement Project designs; gathers and prepares cost estimates and scope of work for contractors and vendors for the repair and upgrade of water treatment and distribution facilities; serves as contact with contractors and consultants involved in the upgrade of treatment plant facilities.

Trains and enforces safety regulations and procedures including Lockout/Tagout, confined space and emergency response; tracks training and continuing education.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

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 operating and maintaining a complex water treatment and distribution system. Equipment, tools and materials used in the operation and maintenance of water treatment and distribution facilities. Principles and practices of supervision, training and performance evaluations. Principles and practices of budget monitoring. Principles and practices of safety management. Pertinent local, State and Federal laws, ordinances and rules. Use of SCADA systems.

Skill/Ability to:

Organize, implement and direct water treatment and distribution operations/activities. Interpret and explain pertinent local, State, Federal, District and department laws, regulations, policies and procedures. Resolve difficult operational and maintenance activities. Interpret and apply complex regulations. Assist in the development and monitoring of an assigned program budget. Develop and recommend policies and procedures related to assigned operations. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Supervise, train and evaluate assigned staff. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple

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grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and/or 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:

Four years of increasingly responsible experience in the operation and maintenance of a water treatment plant comparable in size and complexity to El Dorado Irrigation District; including two years providing technical and functional supervision over assigned personnel.

Education:

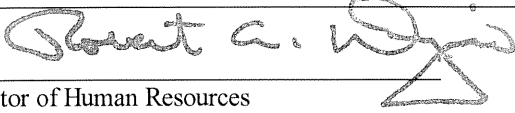

Education as required by the State of California Department of Public Health to obtain and retain a Water Treatment Operators Grade 5 Certificate and a Water Distribution Operators Grade 5.

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 Water Treatment Operators Grade 5 Certificate and a Water Distribution Operators Grade 5 Certificate issued by the State of California Department of Public Health.

 Director of Human Resources	 Date
Established: 08/18/2009 Revised: 05/26/2010 FLSA: Exempt Unit: Safety	