

WATER DISTRIBUTION SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction, organizes, monitors and supervises the City's potable water system operations, including water supply, distribution, treatment, and telemetry systems; performs a variety of technical tasks relative to the water system; provides technical assistance to department management.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for water maintenance, treatment, and distribution.
2. Establish schedules and methods for providing water maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of water maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.
6. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
7. Submit required reports to regulatory bodies; monitor water quality.
8. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
9. Oversee water sample collection; verify samples are current; accompany regulatory agencies on field inspections.
10. Oversee water conservation duties within the City of Ceres.
11. Perform the most technical and complex tasks of the work unit.
12. Maintain records concerning operations and programs; prepare reports on operations and activities.
13. Coordinate with contractors in providing contract services; solicit and collect bids for new equipment and contracted maintenance work.

CITY OF CERES
Water Distribution Supervisor (Continued)

14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Technical and operational characteristics of water systems.
- Equipment, tools and materials used in water system activities and services.
- Principles of mechanics and electrical systems.
- Principles of supervision and training.
- Principles and procedures of water conservation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of safety management.
- Pertinent local, state, and federal laws, ordinances and rules.

Ability to:

- Organize, implement, and direct water system operations and activities.
- Interpret and explain pertinent department policies and procedures.
- Develop cost estimates for supplies and equipment.
- Perform the most complex maintenance duties and operate related equipment.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Demonstrate tact and diplomacy with the public.
- Develop and recommend systems and procedures related to water operations.
- Supervise, train, and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Two years of college level course work that includes business, management, engineering, or a related field.

Experience:

Four years of increasingly responsible water system experience including some lead supervisory experience is desired.

License or Certificate:

Possession of an appropriate, valid driver's license. A CDL Class B license with air brake, hazmat, and tank endorsements is desirable.

Possession of a Water Distribution Operator Grade III certificate issued by the State Water Resources Control Board at time of employment.

Possession of a Water Treatment Operator Grade II certificate issued by the State Water Resources Control Board at the time of employment.

CITY OF CERES**Water Distribution Supervisor (*Continued*)**

Possession of a Water Treatment Operator Grade III certificate issued by the State Water Resources Control Board within 36 months of employment.

Possession of a Backflow Prevention Assembly Tester certificate issued by the American Water Works Association, within 12 months of employment.

Possession of a Cross Connection Control Specialist certificate issued by the American Water Works Association, within 18 months of employment.

Possession of a Water Use Efficiency Practitioner Grade II certificate issued by the American Water Works Association within 2 years of 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: Work is performed in an indoor office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Supervisors/Confidential

FLSA Status: Non-Exempt

June, 2007 (Rev. May 2023)

Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Water Distribution Supervisor position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.