

Phelan Piñon Hills Community Services District
Job Description

JOB TITLE: Water Production Supervisor

| | | | |
|-------------|--------------------------|---------------|-----------|
| EXEMPT: | No | SALARY LEVEL: | 95 |
| DEPARTMENT: | Facilities & Maintenance | APPROVED: | 1/15/2014 |
| REPORTS TO: | Water Operations Manager | | |

SUMMARY:

Under the direction of the Water Operations Manager, assigns, reviews, and participates in the work of the staff responsible for the daily operation and maintenance of the District's domestic production and storage facilities; operates and maintains the District's production facilities in the most efficient and effective manner possible while complying with all applicable local, state, and federal regulations; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; operates light and medium-duty motorized equipments, and performs related duties as assigned; supervises Water Systems Operators, in cooperation with the Water Distribution Supervisor, in the operation and maintenance of the production and distribution system to ensure adequate water supply; provides support to the Water Operations Manager and Water Distribution Supervisor when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Responsibilities and duties may include, but are not limited to, the following)

- Plans, prioritizes, assign, supervises, reviews, and participates in the work of staff responsible for the daily operation of the District's water production systems.
- Under the direction of the Water Operations Manager, provides employee training, safe work practices, planning, assigning, and directing work.
- Operates and maintains the District's production facilities in the most efficient and effective manner possible while complying with all applicable locals, state, and federal regulations.
- Establishes schedules and methods for providing water production services.
- Identifies resource needs and reviews needs with Water Operations Manager.
- Participates in selection of assigned personnel and recommends trainings for personnel to Water Operations Manager.
- Maintains records concerning production; prepares reports on production and activities.
- Maintains, reviews, and records a variety of reports, including but not limited to: daily activity logs, work orders, weekly and monthly statistical reports, and other reports and records as needed.
- Performs monthly tank inspections.
- Assists in reviewing detailed production reports and makes recommendation for adjustments when necessary.
- Participates and supervises in the operation and maintenance of water production, water treatment, and imported water connections.
- Oversees water treatment facilities concerned with chlorination.
- Takes chlorine residuals and water quality sampled throughout the water system.
- Performs microbiological analysis on raw and treated water.

- Prepares and files reports pertaining to water quality in a timely manner to the necessary agencies.
- Oversees the operation and maintenance of electrically powered equipment used in booster pump stations, well water operations, and imported water connections.
- Prioritizes the repair or replacement of various equipment utilized in water production functions.
- Maintains an ongoing preventative maintenance program
- Performs minor maintenance to District facilities and pipeline appurtenances, including water line repair.
- Repairs or replaces waterlines, valves, and fire hydrants.
- Maintains Clay-Valves.
- Exercises valves and flushes fire hydrants.
- Repairs and/or replaces screens, vents, and fences at all sites.
- Transports materials, tools, and equipment and loads and unloads parts and materials.
- Operates pickup truck, dump truck, skip loader, and/or backhoe.
- Coordinates the operation and maintenance of the telemetry system (SCADA) which provides status checks alerting malfunction of water and flood control systems.
- Oversees water quality, inspections, and cross connection control programs.
- Ensures availability of required water resources for District operation by coordinating with outside agencies in forecasting for imported water purchases.
- Oversees the work performed by contractors on water production facilities.
- Evaluates Water System Operators on work performance and reviews, recommends, and implements employment decisions regarding such activities as selection, promotion, and discipline.
- Represents the District on water production matters.

Secondary Duties:

- See WSO Job Description

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Class A California Driver's License with Hazmat and Tank endorsement issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- State of California Water Treatment Operator Certificate Grade T2 and Distribution Operator Certificate Grade D3.
- Supervisor must complete the designated number of contact hours (continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

EDUCATION AND/OR EXPERIENCE:

- High school diploma, or equivalent required.
- A minimum of five (5) years related experience and/or training, or equivalent combination of education and experience.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

- Materials and equipment used in water pumping facilities.
- Proper work safety standards.
- Methods, materials, and equipment used in water system maintenance and repair.
- MS Office Suite, including Excel, Word, and Outlook.

ABILITY TO:

- Instruct employees in the correct methods of installation, maintenance, and repair of water production systems.
- Establish and maintain an ongoing maintenance program for water and pump facilities.
- Communicate and interact effectively both verbally and in writing with managers, peers, subordinates, vendors, contractors, and customers.
- Write reports, correspondence, and specifications.
- Read and interpret plans, specifications, mainsails, and blueprints related to the function.
- Ensure safety and professional work standards are met.
- Prepare and deliver training in relevant areas of water production.
- Develop and maintain record keeping systems; prepare and administer budgets.
- Respond within one (1) hour to assigned work location (required).
- Comply with all District policies, procedures, rules, and regulations, including all safety standards.
- Attend safety related training as necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Perform a variety of basic work assignments in the installation, maintenance, and repair of water pumping facilities.
- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Learn to read and interpret piping and distribution diagrams.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

- Maintain communication with administrative staff via two-way communication device, such as radio or telephone.
- Add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Apply common sense understanding to carryout instructions furnished in written, oral, or diagram form.
- Deal with problems involving several variables in various situations.
- Work weekends and holidays.

TYPICAL PHYSICAL DEMANDS:

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform heavy manual labor and work outdoors in varying weather conditions.
- Work in desert and mountainous areas and remote locations.
- Work in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather, and significant temperature changes.
- Drive in all weather conditions.
- Regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Read small numbers, dials, and gauges accurately.
- Ability to stoop, kneel, crouch, crawl, and climb during field repair work.
- Stand and walk for extended time periods and on uneven terrain.
- Hearing and vision within normal ranges with or without correction.
- Write or use a keyboard to communicate through written means.
- Perform simple grasping and fine manipulation of objects.
- Travel frequently by automobile in conducting daily District business.
- Stoop, kneel, crouch, crawl, and walk while performing duties.
- Climb 25 feet, or higher, and work at sustained heights for long periods of time.
- May be exposed to moving mechanical parts, high places, toxic or caustic chemicals, and areas where there is a risk of electrical shock.
- Work in an environment containing moderate noise levels.