

# **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

**Job Title: OPERATIONS AND WATER QUALITY SUPERVISOR**

**Division: Operations and Maintenance**

**Position Type: Full Time**

**Reports To: Manager of Operations and Maintenance**

**FLSA Status: Non-Exempt**

**Revision Date: January 2006**

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## **POSITION SUMMARY**

Working in the Operations & Maintenance division, incumbent is responsible for supervising the operations of a water distribution system and ancillary facilities such as hydroelectric generators, a 65 mgd direct water filtration plant, and an ASR wellfield that serves over 550,000 residents. Individual also directs the water quality program that includes a state certified laboratory. Position requires DOHS Water Treatment Operator Grade 5, Water Distribution Operator Grade 5 and Laboratory Analyst Grade 1 certificates; a B.S. or B.A. in business or engineering, or comparable experience; demonstrated proficiency in water treatment, distribution operations and water hydraulics; the ability to plan, schedule, coordinate, supervise and effectively communicate; and an individual with a high degree of initiative, versatility and innovation capable of multi-tasking in complex operations. Management of the division is through an Assistant Operations Supervisor and a Laboratory Coordinator. Typical duties include developing goals and priorities, administering programs and enhancing efficiency in water supply, treatment, distribution, monitoring and quality control; obtaining permits and ensuring regulatory compliance in water quality, treatment and discharge operations; administering water delivery and storage programs; generating monthly and annual reports; interfacing with the District's purveyors and the general public regarding water quality and supply issues.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Manage the development and implementation of the Division's goals, objectives, and priorities.
- Manage the operations of the water distribution system, ancillary facilities such as the hydroelectric generators and internal supply facilities such as Lake Bard, the Lake Bard Filtration Plant and the Las Posas Basin ASR Wellfield system.
- Analyzes historical data for projected water demands; monitors and evaluates the efficiency and effectiveness of service delivery, water quality and water treatment methods and procedures; identifies opportunities for improvements and directs the implementation of changes.
- Stays current with and ensures that Federal and State water quality regulations are met, coordinates water quality testing with Division staff and instructs organizational Operators in water quality analysis and disinfection.

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- Interprets laboratory analyses results, administers and generates any necessary reports related to water quality including monthly and annual reports to the California Department of Health Services.
- Handles public relations associated with water quality and quantity complaints and inquiries from District purveyors and their customers.
- Interfaces with the management regarding water quantity and quality issues and requirements, including making recommendations to assure reliability and regulatory compliance.
- Manages and participates in the development and administration of the Division's budget, and forecasts the additional funds needed for staffing, equipment, materials and supplies.
- Administers internal and purveyor water programs, prepares numerous monthly and annual reports including water usage and hydroelectric generation and maintains other types of miscellaneous records.
- Acts as the District contact for obtaining permits and completing notification of discharges to such agencies as the Ventura County Flood Control District, the Regional Water Quality Control Board, the Department of Fish and Game, and the Army Corps of Engineers.
- Develops and implements the Division's training programs, ensuring that staff are knowledgeable and prepared to properly perform their duties.
- Be responsible for their own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.
- Capable of performing all of the duties of a Water Distribution and Water Treatment Operator.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises all of the employees working in the District's operations and water treatment facility; carrying out supervisory responsibilities in accordance with the District policies and applicable laws.

Responsibilities include interviewing, hiring, training employees; planning, assigning, and directing work; annual performance reviews, rewarding and disciplining employees; addressing complaints and resolving problems. Oversees the preparation of shift schedules, verifies time sheets and approves overtime when necessary.

### **QUALIFICATIONS**

The Assistant Operations Supervisor is expected to possess a wide range of skills, talents and knowledge necessary to manage Districts Water Treatment and Distribution System effectively. The position requires strong analytical ability, excellent interpersonal skills with strong oral and written communication skills, and the ability to perform research and make value-added conclusions. To perform this job successfully, an individual must be able to perform each essential duty in a superior way, be capable of comprehending complex processes and systems; and consistently demonstrate superior personal skills and character. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities

#### Education and Experience

Must possess a Bachelor of Science Degree in Water Science and/or equivalent experience clearly demonstrating the ability to perform the described duties and responsibilities and a minimum of four years related experience and/or training or equivalent combination of education and

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experience is required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Should have the ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

### Skills and Abilities

Must be able to write internal memoranda; generate reports and plans. Must also be able to communicate and interact effectively with peers and external personnel to establish and maintain cooperative working relationships. The position requires the individual to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form and be able to solve day-to-day problems, which may occur in stressful environments. Must have a thorough knowledge of the District distribution and treatment systems, water hydraulics and water quality regulations. Knowledge of sampling and statistical techniques in addition to the ability to

coordinate sampling and laboratory work. Knowledge of applicable Federal, State and local standards and regulations pertinent to water quality, construction, and public water systems.

Considerable knowledge of current practices and procedures in chemical, microbiological, and physical characteristics related to water. Ability to compile, evaluate, diagnose and analyze complex data and information from current information and historical trends, and be able to recommend and take appropriate actions. Demonstrate initiative, dependability and the ability to operate independently. The Operations and Water Quality Supervisor must be able to read measurements and record information and be able to interpret results to make adjustments to both the distribution and treatment systems.

## **EQUIPMENT TO BE USED**

Must be able to use radio and telephones to communicate and may be called upon to operate the District's outboard pontoon boat on Lake Bard. May operate a vehicle to travel to other District facilities for inspection and water sample collection. Be able to use computer equipment to monitor the status and operation of the distribution and treatment processes, office equipment; such as, computer terminals, copiers, printers and FAX machines.

## **PHYSICAL DEMANDS**

The physical demands described 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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl; and taste or smell. The Operations and Water Quality Supervisor must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability to be able to wear and operate a half and full-face air purifying respirator and a supplied air system.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in the industrial environment of the water treatment plant, wellfields, support structures and confined space environments, and is exposed to moving mechanical parts. The work involves the use of toxic and hazardous chemicals used in the water treatment process. The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The Supervisor must be able to work rotating shifts of eight hours and twelve hours and be able to respond to a request to work on short notice. The job requires the employee to agree in writing to have an "on the job" paid meal period when performing temporary duties as a Distribution or Water Treatment Operator; in that, the nature of the employee's work will prevent the employee from being relieved of all duty.

## **SPECIAL REQUIREMENTS**

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.

Employee must possess a current State of California Department of Health Services Water Treatment Operator Grade 4 and a Water Distribution Operator Grade 5 certificate. The employee must pass a Water Treatment Operator Grade 5 examination within 24 months of hire or advancement. In addition, the employee must pass the Water Distribution Operator Grade 5 examination within the regulatory time frame prescribed by the State of California Department of Health Services. The Operations and Water Quality Supervisor must also possess a current Laboratory Analysis Grade 1 certificate issued by the American Water Works Association or the California Water Environmental Association, or obtain a Laboratory Analysis Grade 1 certificate within 12 months of hire.

The employee must also be able to handle and use typical cleaning materials and analytical chemicals used in water quality testing. The operator must be able to work around chlorine and other chemicals used in the treatment of water which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials and copper sulfate which is a toxic material.