

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: ASSISTANT OPERATIONS SUPERVISOR

Division: Operations and Maintenance

Reports To: Operations Supervisor

FLSA Status: Non-Exempt

Position Type: Full Time

Revision Date: June 2021

POSITION SUMMARY

Working under the division's supervisor, incumbent is responsible for managing the day-to-day operations of the District's water distribution system and ancillary facilities such as hydroelectric generators, a 65 mgd direct water filtration plant with ozone, an ASR wellfield that provide water to over 550,000 residents and operations of the Salinity Management Pipeline. Position requires SWRCB Water Treatment Operator Grade 3, Water Distribution Operator Grade 3; demonstrated proficiency in water system and water treatment operations; a keen understanding of water system hydraulics; an individual with a high degree of initiative, versatility and innovation; and the ability to plan, schedule, coordinate, supervise and effectively communicate. Typical duties include directing, evaluating, and training Operations personnel; analyzing water distribution operations, determining problems, and making recommendations for system adjustments and improvements; developing policies and procedures for daily operations and safety; assuming the role as an operator during times of need; and coordinating with other divisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

- Works with the Supervisor to develop and implement the Division's goals, objectives, and priorities.
- Operates the Supervisory Control and Data Acquisition (SCADA) system to monitor and ensure efficient operation of the water distribution system including reservoir water levels, pumping plants, pressure regulating stations, hydroelectric generating stations, the water filtration plant and the wellfield facilities.
- Operates the water treatment processes, which includes filtration, backwashing, ozonation and chemical feeds.
- Analyzes historical data for projected water demands; continuously monitors and evaluates the efficiency and effectiveness of service delivery, water quality and water treatment methods and

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procedures; identifies opportunities for improvements and directs the implementation of changes.

- Manages and participates in the development and administration of the Operations Division's budget, and forecasts additional funds needed for staffing, equipment, materials, and supplies.
- Coordinates with management, other divisions and outside agencies and organizations, regarding operational matters including system and flow request changes, and provides assistance when needed.
- To ensure that Federal and State water quality regulations are met, coordinates water quality testing with the water quality staff and instructs Operators in water quality testing and analysis.
- Responsible for preventive and emergency maintenance on the chlorination system, changing chlorine cylinders and operating the chlorine scrubber.
- Administers the filtration plant maintenance program and assists the Supervisor in the administration in a variety of water quality and quantity programs.
- Prepares numerous monthly and annual reports including water usage and hydroelectric generation and maintains other types of miscellaneous records.
- Assists in the development and implementation of the Water Treatment Operators training program.
- Be responsible for their own safety and the safety of co-workers by recognizing hazards and potentially hazardous situations and having an awareness of safe practices on the job site.
- Capable of performing all the duties of a Water Distribution and Water Treatment Operator.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervises all employees working in the District's water treatment facility, carrying out supervisory responsibilities in accordance with the District policies and applicable laws. Responsibilities include interviewing, recommending, training employees; planning, assigning, and directing work; assisting in annual performance reviews, rewarding and disciplining employees; addressing complaints and resolving problems. Prepares 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 the District's 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

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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

A high school diploma or general education degree (GED) or a minimum of four years related experience and/or training or equivalent combination of education and 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

Should 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. 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 employee must be able to read measurements and recorded 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 employee 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,

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peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability 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 employee 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 assigned as an on-duty 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 Motor Vehicle Operator's 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 Water Resources Control Board Water Treatment Operator Grade 3 certificate and a Water Distribution Operator Grade 3 certificate. The employee must also pass the Water Treatment Operator Grade 4 examination 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.