

# **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

## **Job Title: OPERATIONS SUPERVISOR**

**Department: Operations and Maintenance**

**FLSA Status: Non-Exempt**

**Division: Operations**

**Position Type: Full Time**

**Reports to: Manager of Operations & Maint.**

**Revision Date: October 2011**

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### **POSITION SUMMARY**

As the Operations Supervisor, incumbent is responsible for supervising the operations of the District's water distribution system and ancillary facilities such as hydroelectric generators, a 65 mgd direct water filtration plant with ozone and an ASR wellfield that provides water to over 550,000 residents. Position requires California Department of Public Health Water Treatment Operator Grade 5 and Water Distribution Operator Grade 5; demonstrated proficiency in water system and water treatment operations; a keen understanding of water system hydraulics; a high degree of initiative, versatility and innovation; and the ability to plan, budget, schedule, coordinate, supervise and effectively communicate. Typical duties include developing goals and priorities, ensuring regulatory compliance in water quality and distribution, directing, evaluating and training Operations personal; 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 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 in support of the District Mission.
- Stay current with and ensure that Federal and State water treatment and distribution regulations are met.
- Coordinate with Regulatory Compliance Supervisor and instruct Operators in water quality analysis and disinfection.
- Operate 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.
- Operate the water treatment processes, which include filtration, backwashing, ozonation and chemical feeds.

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- Analyze historical data for projected water demands; continuously monitor and evaluate the efficiency and effectiveness of service delivery, water quality and water treatment methods and procedures; identify opportunities for improvements and direct the implementation of changes.
- Manage and develop the Operations Division's budget, and forecast the funds needed for staffing, equipment, materials and supplies.
- Coordinate with management, other divisions and outside agencies and organizations, regarding operational matters including system and flow request changes and provide assistance when needed.
- Responsible for preventive and emergency maintenance on the chlorination system, changing chlorine cylinders and operating the chlorine scrubber.
- Administer the filtration plant maintenance program and implement and manage a variety of water quality and quantity programs.
- Review and submit numerous monthly and annual reports including water usage and hydroelectric generation and maintain other types of miscellaneous records.
- Develop and implement the Operations 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 of the duties of a Water Distribution and Water Treatment Operator.
- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises the Operations division, 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 Operations Supervisor is expected to possess a wide range of skills, talents and knowledge necessary to manage 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 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 eight years related experience and/or training or equivalent combination of education and experience is required. Position requires California Department of Public Health Water Treatment Operator Grade 5, Water Distribution Operator Grade 5; demonstrated proficiency in water system and water treatment operations; a keen understanding of water system hydraulics. 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 recording 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, 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.

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The employee works in the industrial environment of the water treatment plant, well fields, 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 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 Public Health Water Treatment Operator Grade 5 and a Water Distribution Operator Grade 5 certificate. The Operations 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 Grade 1 certificate within 12 months of the date 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.