


## JOB DESCRIPTION

<p>City of Waterford</p>  <p>Administrative Services</p>	<b>WATER/WASTEWATER SUPERVISOR</b>	
	Salary Level:	38
	FSLA Status:	Non-Exempt
	Established/Revised:	July 2017

## JOB SUMMARY

*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.*

Under general direction, plans, organizes, coordinates, participates, and directs the maintenance and operation of water, storm drain, sewer collection, and electrical facilities including SCADA; administers budget for assigned maintenance and operations activities; and performs other job related work as required.

The management and coordination of City-wide utilities, maintenance and operations programs and functions. In addition, the job incumbent has direct responsibilities for overseeing and directing the work of subordinate staff. This position differs from other positions involved in utilities maintenance and operations functions in the broader responsibility for developing and implementing programs, systems and procedures. Duties and responsibilities are performed in accordance with law, ordinance, and City policy.

## SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Public Works Director. The job incumbent is expected to work with minimal direct supervision, exercising independent judgment and initiative in a number of complex responsible and sensitive areas. The Utility Operations Supervisor supervises skilled staff directly.

## ESSENTIAL DUTIES

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- “Chief Operator of the Water System” as required by the State Water Resources Control Board. May assume “Chief of Wastewater Operations” as required by the State Water Resources Control Board. Serve as the liaison to regulatory agencies.
- Operates and maintains the City’s water wells, pumping equipment, piping systems and related components; monitors and adjusts chemicals to ensure potable drinking water; performs other related duties as required.
- Operates and maintains the City’s wastewater treatment plant, lift stations, pumping equipment, piping systems and related components; performs other related duties as required.
- Keep current on legal and technical requirements related to drinking water and wastewater; ensure the City meets regulatory requirements.
- Responsible for assigning and supervising the work and day-to-day operations of crews engaged in the construction, repair, and maintenance work for water and wastewater systems; monitors and provides supervision to water production and wastewater treatment operations.
- Plans, develops, and implements or directs the implementation of goals, objectives, policies and priorities relating to utilities maintenance and operations functions relating to water, water treatment, storm, sewer collection, and wastewater treatment.
- Prepares specialized budgets related to assigned activities; assists in budget implementation; participates in budget forecasts.
- Develops and administers operating and reporting procedures and schedules.
- Ensures City compliance with Federal, State, and local laws and codes relating to safety standards, personnel programs and various reporting requirements for water, sewer, and storm.
- Oversees contracts agreements for provision of a variety of repair and maintenance services.
- Prepares highly complex and technical reports, special studies and research, prepares recommendations; documents policies and procedures. Understand, evaluate, and analyze data; water quality and laboratory results, water treatment and distribution as well as discharge requirements.
- Reviews, prepares and presents reports; inspects and evaluates unit and contract operations; performs long range planning studies; reviews and makes recommendations on construction plans and specifications. Inspects, approves, and reviews plans and specifications for utility projects and other new or proposed construction projects.
- Prepares documents for requests for State and Federal grants for utility construction projects.
- Performs inspection of all utility and other maintenance and utilities work.

- Supervises and maintains a variety of employee training and work safety activities.
- Trains and evaluates personnel; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies.
- Fosters a team environment within the Public Works Department and with other City employees in the course of performing assigned duties.
- Attends assigned meetings and trainings; interacts with outside agencies and commissions; provides leadership for teams, or committees, as needed.
- Assures staff works in a safe manner; follows safety requirements; monitors and assures compliance with regulations and other legal requirements.
- Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
- Performs other duties and assumes other responsibilities as needed or as delegated.

## **MIMIMUM QUALIFICATIONS**

### **Education and/or Experience:**

- Must have a High School diploma or GED equivalent; **AND** five (5) years of progressively responsible Public Works or utility operations and maintenance experience in a lead capacity; OR an equivalent combination of education, training, and experience. A Bachelor's Degree is highly desirable. Possession and maintenance of a valid AWWA Backflow Tester Certificate, Wastewater Treatment, and or Collection Operations certification is highly desirable.

### **License/Certificate:**

- Possession of, or ability to obtain, a valid Commercial Class B California driver's license;
- Possession of a valid State of California Water Treatment Plant Operator Grade II, or higher certification;
- Possession and maintenance of a valid State of California Water Distribution Operator Grade II or higher certification;

### **Knowledge of:**

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- Materials, methods, tools and equipment used in construction, operation and maintenance of street systems, storm drains, traffic control, water system repair and operation, sanitary sewer collection system, and the typical operations in maintaining and operating various pump stations and associated equipment;
- Principles of management and supervision;

- Safety principles and the ability to establish and implement safety programs in accordance with established or mandated procedures;
- Ability to prepare extensive reports; to keep clear and concise records and correspondence;
- Knowledge of computers. Ability to manipulate various PC software programs.

**Skill in:**

- Communicating clearly and concisely, both orally and in writing;
- Keeping accurate records;
- Analyzing data and information and drawing logical conclusions;
- Selecting, training, supervising and evaluating employees;
- Operating programs within allocated amounts;
- Responding to emergency and problem situations in an effective manner;
- Explaining and applying policies and procedures;
- Interpreting and applying rules, regulations, legislation and policies;
- Using and caring for a variety of tools, materials, and equipment common to public works maintenance;
- Operating a variety of public works maintenance equipment.

**NECESSARY SPECIAL REQUIREMENTS**

- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The physical and environmental demands described here 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.*

**Physical Conditions:**

May perform work outdoors in a variety of weather conditions and requires moderate physical exertion; may be exposed to hot and cold temperatures, dust, loud noises, and chemical, mechanical, and electrical hazards. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk for long periods of time, and to walk over uneven surfaces. The employee is required to have acceptable eyesight (with or without correction), acceptable hearing (with or without hearing aid), ability to communicate both orally and in writing, depth perception, distinguish colors, smelling. Must have physical agility to

push/pull, manual dexterity, climb, bend, kneel, stoop and reach overhead, lift and carry 45 pounds and over.

**Environmental conditions:**

While performing the duties of this job, the employee regularly works in a field environment in various weather conditions with noise, chemicals, electrical energy or radian energy, odors, vibrations, poor lighting, in hazardous areas, slippery uneven surfaces and in/around moving machinery.