



Water Supply Supervisor

DEFINITION

Under general direction of the Water Supply and Planning Manager, supervises the monitoring and operation of the District's groundwater recharge facilities, fish screens, and fish ladders along Alameda Creek; oversees water supply forecasting, budgeting, and delivery scheduling for the District; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Water Supply Supervisor is a single-position supervisory classification. Under general direction, within a framework of overall goals and objectives, the incumbent is responsible for water supply contract administration and groundwater recharge operations. Areas of responsibility may include, but are not limited to, activities related to water supply management, watershed management, field operations, water supply scheduling, and water rights.

This classification is distinguished from the Water Supply and Planning Manager which is a mid-manager classification responsible for the direction and coordination of water supply and resources planning efforts.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Forecasts water demand and supply needs based upon demand and other considerations; estimates water supply costs for inclusion in water resource and financial planning models; schedules water deliveries to meet demand taking into account seasonal variations.
- Supervises field personnel assigned to order water deliveries, operate rubber dams, diversion works, fish screening and ladder facilities, and provide watershed surveillance; ensures employees are properly trained, follow safe work practices, and that field work is documented.
- Assesses field reports and other monitoring data to determine impacts of upstream activities on watershed lands and, where applicable, verifies these activities are in compliance with permitted conditions protective of the District's water supply operations.
- Administers the day-to-day aspects of the District's water supply contracts by developing and revising water delivery schedules, reviewing records of water deliveries, and authorizing appropriate payments; ensures compliance with established water rights permits and prepares required reports.
- Performs project management work by preparing submittals, tracking and approving expenditures, preparing project status reports, and authorizing progress payments related to water supply operations and maintenance.

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- Supervises the development and implementation of coordinated operations of fish screening and ladder facilities to ensure compliance with permits and regulations related to threatened or endangered species.
- Works in concert with the Emergency & Security Services Supervisor to coordinate appropriate responses to hazardous materials spills in the watershed and ensure protection of surface water quality.
- Participates in watershed and environmental management activities to represent District interests.
- Participates in the development of cooperative programs and activities for watershed pollution prevention, including implementation of interagency agreements.
- Supervises District groundwater recharge operations in an environmentally responsible manner.
- Serves as technical resource person and represents the District at various interagency meetings related to areas of program responsibility.
- Prepares the annual budget request for the work unit; estimates staffing and capital equipment needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves requisitions for purchase of materials or supplies.
- Participates in the interviewing and hiring of new staff; prioritizes, assigns and reviews work, approves time off for payroll purposes, and prepares employee performance evaluations.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in civil engineering, mechanical engineering, natural sciences, or related field; and four (4) years of engineering or related experience, which includes two (2) years experience in water supply issues and includes one (1) year of lead experience OR completion of the District's Leadership Skills Training Program. Supervisory experience desired.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

Knowledge, Skills, and Abilities:

Knowledge of: civil and mechanical engineering principles and practices; hydraulic principles; the operation of pumps, motors, and other mechanical devices; techniques and procedures of engineering project management; contract administration principles; modern approaches to

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watershed management; federal and state laws and regulations relating to hazardous spills response, watershed management, endangered species protection, and groundwater recharge; basic water chemistry; OSHA regulations and safe work practices; principles of human resource management, supervision, and budgeting; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: coordinate and supervise groundwater recharge and fish passage facility operations and maintenance programs; apply engineering principles and techniques to the solution of engineering problems; read land surveys and legal property descriptions; accurately estimate water demands based upon appropriate comparisons; understand and interpret water supply contract provisions; plan, assign, and supervise the work of subordinate staff; maintain detailed and accurate records; prepare clear and concise written reports; communicate technical information to non-technical persons; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.
- Position is required to be on call 24 hours a day and be required to work unusual or long hours, weekends, and holidays.

Working Conditions/Physical Requirements:

The essential functions of this classification are performed both outdoors as required to monitor weather reports and local hydrological conditions outside of normal business hours and supervise water control activities, which involves working under various climatic and geographic conditions with potential exposure to dust, allergens, and other environmental substances; and, in a controlled-temperature office requiring the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone and operate a computer and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; and intermittently twist to reach equipment or supplies surrounding desk; and frequently lift or carry boxes of files, equipment or records weighing up to 20 pounds and occasionally up to 55 pounds.

The essential functions of this classification require driving due to the need for frequent travel to water treatment plants, pump stations, reservoirs, field sites, meetings, and/or other agency facilities; transportation of time-sensitive/confidential materials, equipment, or water samples; and/or the ability to respond to emergencies, and service disruptions. Alternative transportation is not suitable due to security concerns, logistical challenges, and critical response time requirements.

Revised: 03/2025

Approved: 
Human Resources/Risk Manager

