



## Treatment and Distribution Supervisor

### DEFINITION

Under general direction from the Water Production Manager, supervises, schedules, and coordinates the operation, repair, and maintenance of water treatment plants, blending and pumping facilities, and related distribution and storage facilities; responds to unplanned facility shutdowns and other significant operational problems as appropriate; coordinates work activities with appropriate District personnel, outside agencies, and contractors; establishes, revises, and implements operating procedures to meet changing conditions; prepares the annual budget request for the work unit, estimating staffing and capital equipment needs; monitors and controls unit expenditures after budget adoption; assists in planning and coordinating capital projects associated with plant or distribution facilities; and perform related work as required.

### DISTINGUISHING CHARACTERISTICS

**Treatment and Distribution Supervisor** is a first level supervisory classification. Under general direction, within a framework of established policies and procedures, the incumbent performs a full range of highly complex technical and supervisory duties and responsibilities within established guidelines. This class analyzes and optimizes treatment and distribution operations related to water quality and evolving drinking water standards, reliability, economics, and energy conservation. Assignments are given in general terms and subject to periodic review while in progress and upon completion. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals.

This classification is distinguished from the Water Production Manager which is a management position responsible for the planning, direction, and management of District water treatment and blending facilities, pumping facilities, and related distribution and storage facilities.

### TYPICAL DUTIES

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

- Establishes, revises, and implements operating procedures to meet changing conditions and to maintain high standards of water quality, to maintain pressure in the distribution system and to deliver needed quantities of water to customers; administers daily water production schedules; provides for training of new plant operators, operators-in-training, and maintenance personnel assigned to the treatment plants.
- Schedules, supervises, and coordinates installation, repair, and maintenance of the treatment plants and distribution system facilities and equipment; enters and retrieves data from a computerized maintenance work order system; initiates and/or approves purchase requisitions for maintenance supplies or materials; frequently interfaces with other District groups to accomplish these tasks.
- Responds to and supervises the resolution of significant operational problems such as unplanned facility shutdowns, chemical overdosing, water quality excursions, major

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equipment failures, potential violation of drinking water standards or discharges (spills), and/or other emergency conditions.

- Participates in selection interviews and hiring of new staff; prioritizes, assigns, and reviews work, approves time off for payroll purposes, and prepares employee performance evaluations; interprets District policies and procedures to employees and administers day-to-day aspects of labor agreements with employee organizations.
- Prepares the annual budget request for the work unit; estimates staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves requisitions for purchase of materials or supplies.
- Reviews studies of chemical usage, analyzes equipment failure rates, and makes recommendations regarding the effectiveness and economy of operations, maintenance, and safety programs.
- Ensures compliance with OSHA regulations and other safe work practices, including maintenance of required records and reports; conducts safety tailgate meetings and Health and Safety Program reviews.
- Directs the preparation and maintenance of records, scheduling of shifts, and other administrative matters; prepares monthly compliance reports for submittal to the State and other reports of a technical nature.
- Participates in water industry organizations; monitors developments in the field of water treatment and facilities maintenance and recommends changes to equipment or operating procedures as appropriate.
- Assists in planning and coordinating capital projects associated with plant or distribution facilities upgrades and modifications and new facility construction; coordinates the placing in service or removal from service of vital components of the water treatment and distribution system.
- Assists operations engineering personnel in conducting plant or distribution system optimization studies or computer system modeling work; provides recommendations to engineers regarding production guidelines and other operations and maintenance issues.
- May participate in analysis and studies resulting in system changes and provides advice relative to the District's treatment and distribution functions
- Will need to serve, on a weekly or bi-weekly basis, on weekend standby duty that will be compensated.
- 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 high school diploma or its equivalent supplemented by college or technical course work in a field related to the job; and four (4) years of journey-level experience as either (1) an operator in responsible charge of a conventional water treatment plant or other water treatment facility, or (2) an engineer or other professional with responsible charge over water treatment and distribution projects and/or operations, including 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: principles, practices, and methods involved in the operation and maintenance of water treatment, distribution, and storage facilities; water treatment processes, water quality issues and related federal, state and local laws, codes, and regulations; principles and practices of effective employee supervision and personnel management; cost estimating methods and budget administration; the operation of pumps, motors, piping, and process control systems and instrumentation; safe operation and use of equipment, tools and materials utilized in an effective maintenance program; standard water quality tests and measurements; OSHA regulations and safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, assign, and review an operations and maintenance work program; analyze operational or maintenance problems, exercise sound judgment, and develop and implement effective solutions under unusual, dangerous, or emergency operating conditions; plan, assign, schedule, and supervise the work of subordinate staff; resolve day to day employee relations matters; interpret pertinent laws and regulations and District policies and procedures; interpret plant, piping and distribution system diagrams; provide constructive input to engineering studies and analysis; maintain detailed and accurate records; prepare clear and concise written reports; perform essential duties of the job without causing harm to self or others; 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.
  
- Must possess a SWRCB Grade T-4 Water Treatment Operator certification.
  
- Must obtain certification as a T-5 Water Treatment Operator certification within 32 months of appointment to the position.
  
- Must possess a SWRCB Grade D-2 Water Distribution Operator certification.
  
- Must possess a SWRCB Grade D-3 Water Distribution Operator certification within 18 months of appointment to the position.

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- Must obtain a SWRCB Grade D-4 Water Distribution Operator certification within 48 months of appointment to the position.
- Failure to acquire required certifications will result in removal from the position.
- Progression through the salary range will be predicated on the attainment of the required certifications and licensure listed here.

**Working Conditions/Physical Requirements:**

The essential duties of these classifications are primarily performed in an office environment and periodically outdoors under various climatic and geographic conditions working near hazardous machinery and equipment and in an environment with potential exposure to loud noise, hazardous chemicals, fumes, and other environmental substances; and require the ability to be clean shaven and able to wear respiratory, and other personal protection equipment as required; and the ability to complete necessary Continuing Education (CEU) as required to obtain, maintain, and renew requisite State Water Resources Control Board certification.

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.

The essential duties of these classifications require the ability to sit for extended periods of time; to use a telephone and computer keyboard on a daily basis; to intermittently twist to reach equipment or supplies surrounding desk; to periodically use feet and hands to operate a vehicle; to speak to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms' length to twenty feet with a good field of vision and the ability to distinguish basic colors; to intermittently walk, stand, climb a ladder to reach high places and crawl into confined spaces; and finger dexterity for fine manipulation and hand strength to operate a computer and related hardware and to grasp tools and equipment.

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Approved:   
Human Resources/Risk Manager