



DEFINITION

Under direction from the Water Production Manager, incumbents supervise, schedule, and coordinate the operation, repair and maintenance of water treatment plants, blending and pumping facilities and related distribution and storage facilities; respond to unplanned facility shutdowns and other significant operational problems as appropriate; coordinate work activities with appropriate District personnel, outside agencies and contractors; establish, revise and implement operating procedures to meet changing conditions; prepare the annual budget request for the work unit, estimating staffing and capital equipment needs; monitor and control unit expenditures after budget adoption; assist in planning and coordinating capital projects associated with plant or distribution facilities; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS

Treatment and Distribution Supervisor I is the skilled first level classification in the Treatment and Distribution Supervisor series. Under close to general direction from the Water Production Manager and/or the Treatment and Distribution Supervisor II within a framework of established policies and procedures, incumbents learn and perform technical and supervisory work related to the planning, scheduling, directing and coordination of staff and work activities with overall responsibility for the effective operation of all District waterworks facilities required to treat, pump, store and distribute potable water to consumers in the District's service area. Incumbents perform a full range of more routine work tasks under general direction, while learning to perform the more complex activities of the advanced level II supervisor under closer direction. Assignments are given in general terms and are subject to frequent review while in progress and upon completion. There is some latitude for independent judgment and action in well-defined areas of work.

This class is distinguished from the advanced level Treatment and Distribution Supervisor II who has responsibility for the performance of the full range of technical and supervisory tasks, while exercising more discretion and independent judgment and demonstrating the ability to independently analyze and optimize treatment and distribution operations relative to water quality and evolving drinking water standards, reliability, economics and energy conservation. This classification is flexibly staffed.

Treatment and Distribution Supervisor II is the advanced level within the Treatment and Distribution Supervisor series. Under general direction from the Water Production Manager within a framework of established policies and procedures, incumbents independently perform a full range of routine to complex technical and supervisory duties and responsibilities within established guidelines. 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 flexibly staffed.

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; and 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 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 and capital equipment 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.
- 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:

High school diploma or its equivalent supplemented by college or technical school course work in a field related to the job; and

Treatment and Distribution Supervisor I: Three (3) years of experience as either (1) an operator in responsible charge of a conventional water treatment plant, (2) an engineer or other professional with responsible charge over water treatment and distribution projects and/or operations, or (3) an equivalent combination of education and relevant current experience which would enable the candidate to take full responsibility for the scope of occupational functions required; and with at least two (2) years in a lead capacity directing the work of others.

Successful completion of the District's Pre-Supervisory Training Program may be substituted for the two (2) years in a lead capacity directing the work of others.

Treatment and Distribution Supervisor II: Two (2) years of experience at a level equivalent to the Treatment and Distribution Supervisor I in the Alameda County Water District or in a position with equivalent level of responsibility, that would enable the ability to perform the duties of the classification as outlined above, and possession of a California State Water Resources Control Board (SWRCB) Division of Drinking Water Grade T5 Water Treatment Operator certificate and a Grade D3 Water Distribution Operator certificate.

Knowledge, Skills and Abilities:

Advanced 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.

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; operate a personal computer, other standard office equipment and a mobile radio; effectively use job-related computer systems and software applications, including word processing and spreadsheet programs and a computerized work order system; communicate effectively, both orally and in writing; maintain detailed and accurate records; prepare clear and concise written reports; establish and maintain good working relationships with those contacted in the course of the work; and perform essential duties of the job without causing harm to self or others.

Additional Requirements (both classifications):

- Must possess a valid California driver's license and have a satisfactory driving record.
- At the time of appointment, must possess a SWRCB Grade T4 Water Treatment Operator certification. Must obtain certification as a T5 Water Treatment Operator and D3 Water Distribution Operator within 18 months of appointment to the position, respectively. Failure to acquire required certifications will result in removal from the position.

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 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.

Revised: 09/15

Approved: