



## Well Ordinance Supervisor

Class Code:  
471,472

### DEFINITION

Under general direction of the Groundwater Resources Manager, plans, schedules, supervises, and coordinates the field and office activities of Engineering Technicians in support of groundwater management and protection programs; administers Well Ordinance programs; develops updates to ACWD's Well Ordinance, standards, and procedures; serves as project engineer on assigned projects; confers with engineering staff, consultants, property and business owners, other agencies, and the general public to advise and/or assist with ACWD's Well Ordinance programs or other groundwater issues; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other engineering supervisors by the specific responsibilities for supervision of technical staff and administration of groundwater management, groundwater protection, and Well Ordinance programs.

**Well Ordinance Supervisor** is a first level supervisory classification. Under general direction, within a framework of established policies and procedures, incumbents perform a full range of highly complex duties and responsibilities related to assigned position. 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 Engineering Technician III in that the latter is the highest working level class performing field and office technical assignments and reports to this class. This classification is distinguished from the Groundwater Resources Manager in that the latter is a division manager with responsibility for District-wide groundwater management and protection programs, including Well Ordinance related programs.

### TYPICAL DUTIES

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

- Reviews ACWD's Well Ordinance standards, procedures, and instructions and develops recommendations to update these documents.
- Reviews well permit applications, engineering plans, specifications, and other materials related to groundwater production and protection; performs record searches; reviews proposals and reports for conformance with well standards.
- Leads, organizes, trains, schedules, and assigns staff to conduct field inspections of well construction, well destruction, and other drilling activities, water sampling, and water level measurements; reviews driller's reports and field inspection records for conformance with well standards; spot checks field locations as needed to verify compliance.
- Confers with engineering staff and consultants, property and business owners, other public and community agencies, and the general public to advise and assist with ACWD's

Well Ordinance programs or other groundwater issues; represents the District in meetings with the public, contractors, consultants, and other organizations.

- Assists in preparing the annual budget request for the work unit; estimates staffing and capital equipment needs based upon recent trends and planned activities; develops permit fees to recover a portion of field-related costs; monitors expenditures after budget adoption; reviews 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; prepares employee performance evaluations; monitors and participates in employee relations activities within the department.
- Prepares, verifies, and directs the maintenance of a variety of records and reports; supervises issuance of permits to persons or businesses that meet all requirements of ACWD's Well Ordinance; utilizes computerized database applications to record, track and report on program activities.
- Prepares and/or signs a variety of letters to other agencies, well owners, or property owners detailing required or recommended actions related to the location, construction, and/or destruction of wells, boreholes, and other excavations.
- Participates in or coordinates the investigation and cleanup at LUST and SLIC sites in conformance with federal, state, regional, and local agencies and guidelines.
- Participates in or coordinates replenishment assessment, aquifer reclamation, or other groundwater monitoring projects and/or groundwater protection programs as assigned.
- 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 engineering, geology, hydrogeology, or a related field **or** an Engineer-In-Training Certificate or Geologist-In-Training Certificate; and four (4) years of experience in a professional capacity performing technical work related to engineering or geology, 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: mechanical and hydraulic principles related to the design, installation, and repair of groundwater production wells, monitoring wells, measuring devices, and pumping systems;

methods and techniques of sampling groundwater; operation of large volume meters and pumping systems; practices of effective employee supervision and personnel management; pertinent federal, state, district, and local laws, ordinances, codes, and regulations governing wells and drilling activities; safe work practices as they relate to the position and the ability to identify workplace hazards and/or unsafe conditions and take appropriate action to correct same; 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, organize, and schedule an effective technical field work program; analyze, recommend, and implement improvements to ordinances, standards, policies, and procedures; use initiative, resourcefulness, and sound judgment in dealing with the public; plan, assign, and supervise the work of subordinate staff; set and adjust priorities in order to get necessary work accomplished with minimum delay; maintain detailed and accurate records; prepare a variety of written memos, letters, and reports that are clear and concise; perform the essential functions 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 driver's license and have a satisfactory driving record.
- California State Registration as a Professional Engineer or Professional Geologist is desirable.

**Working Conditions/Physical Requirements:**

The essential functions of the job require the ability to sit for extended periods of time when performing office tasks; reach above or below shoulder height; finger dexterity to operate a computer and other office equipment; speak and hear in person and on the phone and to communicate orally in one-to-one and group settings; see sufficiently to perform assignments; periodically drive a vehicle from site to site; traverse uneven terrain, stand for long periods of time, climb, bend and/or crawl into confined spaces or climb a ladder to conduct inspections under a variety of climatic and geographic conditions in a field environment with potential exposure to loud noise, chemicals, fumes and other environmental substances; and frequently lift and/or carry objects weighing up to 25 pounds and occasionally up to 55 pounds.

Revised: 03/15, 02/21

Approved: \_\_\_\_\_  
Human Resources/Risk Manager