

City of Stockton

WATER SYSTEMS SUPERVISOR

Established:	Unknown
Resolution:	Unknown
Spec Adopted:	Unknown
Resolution:	Unknown
CS Status:	Classified
Unit	Supervisory MUD
FLSA Status:	Non-Exempt
Must be able to respond within 45 minutes to assigned work area	

DEFINITION

Under direction of the Water Systems Superintendent, plans, supervises, reviews, assigns, organizes, and participates in the work of the staff responsible for the operation and maintenance of the City's water production (water wells) and distribution facilities including the cross connection inspection and control program, customer service, and construction maintenance. Ensures quality of work and adherence to established policies and procedures, coordinates assigned activities with other divisions and outside agencies, assists in the implementation of the Department's Capital Improvement Program, serves as a technical resource for assigned work crews, and performs the more technical and complex tasks relative to major repair and replacement activities. Performs related work as assigned.

CLASS CHARACTERISTICS

This is a first line supervisory level, single position class that assists in all phases of the day-to-day operation and supervision of the City's water utilities field operations and staff. Incumbents in this position must complete a one (1) year probationary period. This class is distinguished from Water Systems Superintendent in that the latter has management responsibility over the City's water production and distribution facilities.

PRINCIPAL DUTIES (Illustrative only)

- Plans, assigns, reviews, organizes, and supervises water utilities field operations, including field customer service, meter reading, production, distribution and construction and maintenance activities.
- Responds to inquiries and complaints from the public.
- Inspects and evaluates work being performed for quality assurance and to identify problem areas and directs remedial action.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the division.
- Selects, supervises, and evaluates staff; resolves a variety of routine personnel administrative matters; recommends, creates, and issues disciplinary action.
- Manages staff training and development; provides technical assistance of staff; prepares staffing, material, and equipment estimates for projected activities.
- Assists in preparing detailed budget requests for section activities and monitors assigned budget.
- Participates in long-term planning to assess future needs; researches new operational methods, techniques, and equipment and recommends their application.
- Manages contract work; reviews and prepares plans and specifications for contract work; inspects work performed to ensure compliance with standards.
- Prepares, reviews, and updates written maintenance instructions and schedules.

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- Prepares or reviews and maintains a wide variety of computerized and written reports and records, including personnel records, periodic progress reports, maintenance requests, requisitions, and accident reports.
- Investigates legal claims against the City related to section activities; prepares reports of findings.
- Requests and maintains an adequate inventory of necessary tools, materials, equipment, and supplies.
- Coordinates section activities with other departments, outside agencies, and contractors;
- Plans, implements, reviews, and evaluates a variety of water distribution quality control processes.
- Interprets and evaluates operational data and laboratory reports and implements process control changes to comply with established standards.
- Initiates, coordinates, reviews, and approves maintenance requests, requisitions, and other necessary documents; prepares, reviews, and maintains a variety of records and reports, schedules, and logs.
- Supervises and evaluates the work of employees assigned to the specific process area; identifies training needs and implements or coordinates training programs.
- Ensures compliance with safety standards and regulations, including the use of appropriate safety equipment and proper chemical storage and handling.
- Troubleshoots operational problems, evaluates alternatives, and recommends effective courses of action and modifications to plant operations; researches and evaluates new equipment and makes budgetary recommendations as appropriate.
- Monitors equipment operations and coordinates maintenance activities to ensure compliance with established standards and regulations.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma or GED

Experience:

Two (2) years of lead experience in the operation of a water distribution facility at a level equivalent to the City's class of Senior Water Systems Operator.

Other Requirements:

Must possess and maintain the following:

- A valid California driver's license.
- A valid California Grade IV (D-4) Water Distribution Operator Certificate and a Grade II (T-2) Water Treatment Certificate issued by the California State Water Resources Control Board

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(SWRCB). (Possession of a California Grade V (D-5) Water Distribution Operator Certificate and a Grade III (T-3) Water Treatment Certificate is desirable).

- Possession of a Hazardous Materials Endorsement from the California Department of Motor Vehicles prior to completion of one-year probationary period.
- Must successfully complete the designated number of contact hours (e.g. continuing education/training requirements) as determined by the SWRCB. Certification is required as a condition of continued employment with the City of Stockton. Failure to comply with SWRCB regulations pertaining to Distribution Operator Certification will result in termination of employment.
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility or respond to emergency situations in off-hours as required.
- Must be able to respond within 45 minutes to assigned work area.

Knowledge of:

- Operation of modern water distribution facilities;
- Theories, principles, methods, and equipment used in water production, distribution, construction, maintenance, and repair work; to include underground utility construction/maintenance, valving, hydrants, backflow requirements and specifications, and related appurtenances;
- Physics and water hydraulics related to pumping and distribution;
- Principles and practices of supervision, including planning, scheduling, training, and evaluation functions;
- Principles and practices of budget development and administration;
- State and federal regulations pertaining to the work;
- Pertinent safety practices;
- Water treatment quality control chemistry and microbiology, including biological and biochemical reactions;
- Computer and systems applications used in water treatment and distribution processes to include Computer Maintenance Management Systems (CMMS), Supervisory Control and Data Acquisition (SCADA), and meter reading technology; and
- Cathodic protection.

Skill in:

- Interpreting piping and distribution maps and diagrams;
- Reading and interpreting complex procedures and written instructions;
- Planning, organizing, scheduling, controlling, and coordinating quality control activities;
- Selecting and evaluating employees and effectively handling training, discipline, and complaint resolution functions;
- Analyzing operating problems and evaluating alternate solutions and making sound recommendations;

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- Developing and implementing quality control training and other ongoing programs related to the functions of the assigned section;
- Preparing clear, complete, and concise correspondence, technical reports, and other written materials;
- Operating standard office equipment, including a personal computer;
- Operating various motorized hand and power tools;
- Developing work standards and evaluating personnel needs;
- Performing quality control and cost control tests for the treatment process; including water sampling; and
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Physical/Mental Abilities:

- Mobility-Frequent sitting and walking for long periods of time; occasional bending, kneeling or squatting, climbing, crawling, and twisting;
- Lifting/Carrying-Occasional lifting up to 75 pounds;
- Vision-Constant use of overall vision; frequent reading and close-up work, color and depth vision; ability to read and see PC screens; ability to read and produce printed material and information displayed on a visual display terminal;
- Dexterity-Constant repetitive motion; typing, fingering, writing; grasping, holding, and reaching;
- Hearing/Talking-Ability to detect specific noises, proper equipment, operation; ability to understand what people are saying in normal conversation, over the telephone, frequently over noises;
- Mental/Emotional-Frequent decision-making, concentration; and co-worker contact; occasional working alone; ability to work with the public, exercise sound judgment and handle stressful situations;
- Environmental/Working Conditions-Occasional to frequent exposure to noise and outdoor conditions; occasional to moderate risk of exposure to hazardous materials i.e. dirt, dust, gas, smoke, fumes, poor ventilation; exposure to extremes in temperature, humidity or wetness; working in heights; work with bio-hazards such as blood borne pathogens, sewage, waste, etc.; and working around equipment and machinery; and
- Special Requirements-Must be willing to work weekends, overtime as required and off-hours in stand-by and emergency situations.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:



LAURIE MONTES
DEPUTY CITY MANAGER/
INTERIM DIRECTOR OF HUMAN RESOURCES

DATE: June 12, 2018