WATER SUPPLY SUPERVISOR

DEFINITION

Under direction of the Water Supply Manager, the non-exempt Water Supply Supervisor classification operates and maintains the water supply systems of the District; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The supervisor position supervises and leads the Water Supply Operators in the day-to-day operations of the water supply systems, assigns duties, provides direction, and performs weekend shift support, as needed. This class is characterized by occasioned irregular working hours, flexible irregular schedules, and emergencies in the District's conveyance systems, and requires independent judgment and action in the performance of the job.

EXAMPLES OF DUTIES

The duties listed below are illustrative only and are not meant to be a complete exhaustive listing of all the duties and responsibilities of the Water Supply Supervisor classification:

Supervisorial Duties:

- Assists the Water Operations Manager in the twenty-four (24) hour operation of the water supply systems and is directly responsible for the operation of the water supply systems of the District when the Water Supply Manager is not on duty.
- Leads the maintenance and operation of tunnels, canals, diversion structures, and associated facilities, e.g. roads, vegetation, stream crossings, and fences.
- Leads installation, maintenance, repair and removal of check dams, as required.
- Leads the performance of necessary work required in installing, inspecting, and maintaining waterways and equipment.
- Make personal contact with agricultural water users to resolve water distribution problems.
- Leads the auditing of Owners Water Use Statements, reading of meters, and maintenance of records and reports relating to agricultural water use and users.
- Performs safety functions such as maintaining posted signs at restricted areas and keeps records on vandalism and damage for insurance purposes.
- Performs other duties as assigned.

Physical Activities:

- Works in an outdoor environment including walking/climbing on uneven terrain for site visits, inspections, and evaluations to analyze District's infrastructure.
- Works in an environment with exposure to dust, dirt, poor air quality, and significant temperature changes between cold and heat.
- Operates heavy equipment, including tractors, backhoes, loaders, and truck mounted crane.
- Communicates orally with co-workers and the public in face-to-face, one-to-one, and group settings.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

EMPLOYMENT STANDARDS

Knowledge of:

- Water conveyance and irrigation systems, methods, materials, and equipment.
- Principles, methods, and practices of open-channel, open-pipeline, and closed-pipeline water system operation.
- Principles, methods, and practices used in water and irrigation system maintenance.
- Principles, methods, and practices used in supervisory control and data acquisition (SCADA) equipment operation, maintenance, and troubleshooting.
- Rules, regulations, and codes applicable to District operations.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision and training.

Ability to:

- Plan, organize, manage, and administer the water supply operations functions of the District.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements.
- Ensure the proper maintenance, operation, and repair of District water supply facilities.
- Support the Water Supply Manager with managing departmental budgets.
- Communicate effectively with the general public, contractors, staff, and District management via reports, memos, and presentations.
- Represent District water supply functions with the public, contractors, and other organizations.
- Establish and maintain cooperative working relationships.

QUALIFICATIONS

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

Required Certification/Education/Experience/License:

- Certification:
  - Possession of a California Department of Pesticide Regulation Qualified Applicator Certificate with Right of Way and Aquatics Categories (C and F) within 2 years of being hired.
  - Possession of a Grade 2 (D2) Distribution Operator Certification issued by the California State Water Resources Control Board within 2 years of being hired.
  - Possession of a Crane (Boom Truck) certification.

- Education:
  - Completion of a High School Diploma or equivalent is required.

- Experience:
  - Must have a minimum of five (5) years as a State, Federal, or Agricultural water system operator.

- License:
  - Possession of a valid Class C Driver's License issued by the California Department of Motor Vehicles may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
  - Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

The specific statements in each section of this job description are not intended to be all-inclusive. They represent typical elements and are necessary to successfully perform the job.