

**JURUPA COMMUNITY SERVICES DISTRICT
WATER PRODUCTION & TREATMENTSUPERVISOR**

DEFINITION

Under limited direction, plans, organizes, coordinates and directs the operations and maintenance of the District's water production, and treatment plants, systems, facilities and related appurtenances in compliance with state and federal requirements; and performs related duties as assigned. Some positions in this classification may also plan, organize, coordinate and direct the operations and maintenance of a District and/or CDA Desalter facilities, and or CDA Coordinator duties.

CLASS CHARACTERISTICS

The Water Treatment & Operations Supervisor is the advanced journey-level and lead-level supervisor class in the Water Production & Treatment series. Incumbents provide first-line supervision, training and technical assistance to assigned operations staff. With limited direction and general guidance from the Manager of Operations. Incumbents of this class are responsible for planning, coordinating and directing all operations and maintenance activities at assigned plants and facilities, including the water, facilities and equipment, and for Desalter, operations to ensure compliance with all federal and state environmental requirements. Duties and responsibilities are broad in scope and are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through conferences, inspection and analysis of records, reports, and plant performance. The work of this class involves significant accountability and independent decision-making responsibilities.

ESSENTIAL FUNCTION

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Supervises plant and water production, distribution operations to ensure compliance with federal, state and local requirements and to maintain processes at an optimal and cost effective level; directs programs, projects and operational changes to meet these requirements.

Plans, organizes, controls and integrates the work of outside contractors; develops, implements and monitors long-term plans, goals and objectives focused on achieving the assigned priorities.

Participates in the development and implementation of Department goals, objectives, policies and priorities for each assigned area; assists in the development and participates in the preparation of programs, projects and reports relating to current and long-range goals of the department, participates in the selection, training, and motivation of plant operations personnel.

Evaluates the performance of assigned personnel; establishes performance requirements and personal development targets for assigned personnel; regularly monitors performance and provides feedback for performance improvement and development; with management approval, takes disciplinary action to address performance and deficiencies in accordance with the District's personnel rules, policies and labor contract provisions.

Provides day-to-day leadership and works with assigned staff to ensure the proper, safe and efficient operation of several state-of-the-art water treatment plants or other assigned facilities.

Provides technical assistance and advice to assigned plant operations personnel, provides for the training of assigned operations personnel in proper and safe plant operation.

Inspects treatment, production, and distribution plant and facilities equipment to ensure its proper functioning, minimize interruptions in the treatment/operation process, and to alleviate costly repairs; makes adjustments to operating equipment; reports the need for major or specialized repairs to equipment, machinery and electrical and electronic systems; assists specialized trades personnel in making major and/or highly technical repairs to equipment, machinery and systems; ensures the timely completion of preventive maintenance activities on plant equipment, machinery and systems.

Monitors systems; controls valves for emergency and scheduled shut down; troubleshoots, diagnoses and reports problems to appropriate personnel, determines the amount needed and, following prescribed instructions, adds chemicals and other substances to the treatment process.

Ensures that treatment plant, production well buildings and grounds are maintained in a clean and orderly manner.

Responds to and resolves inquiries and complaints from staff and members of the public, responds to emergencies as necessary, ensures the timely completion of preventive and predictive maintenance programs, researches new operational methods, techniques and equipment and recommends their application, requisitions necessary tools, equipment and supplies.

Responsible for carrying out the District's safety program at the treatment plant and/or assigned facilities; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

Maintains a variety of records, logs and reports; researches and prepares a variety of regular and special reports concerning plant operations. Prepares and submits required regulatory reports to county, state and federal environmental/regulatory agencies, corresponds and communicates with environmental/regulatory agencies regarding plant operations.

QUALIFICATIONS

Knowledge of: principles, practices and methods of administering and operating a large, state-of-the-art water treatment plant; water treatment facilities, applicable federal, state, and local laws, regulations, and policies; equipment and material requirements for plant operations; construction management methods and techniques; safety regulations associated with treatment plant operations; principles and practices of budgeting and purchasing; District's personnel policies and labor contract provisions; management principles and practices, including budgeting goals and objectives development, and work planning and organization; records management requirements and procedures; the principles and practices of effective management and supervision; micro-computer applications related to the work, including modern, state-of-the-art process control and SCADA systems; methods and techniques for operating pumps, valves, electric motors, diesel engines and electronic, computerized and manual control systems; functions and servicing requirements of the equipment used at the facilities; principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses.

Ability to operate a variety of pumping, treatment and control equipment and machinery, including digital control equipment; accurately read meters, gauges, valve books, blueprints and schematic drawings; make mathematic calculations, including metrics; establish and maintain effective relationships with District management, employees, regulatory District officials, consultants and contractors, and others encountered in the course of the work; work independently and exercise sound judgment in performing assignments within established guidelines; understand and follow oral and written instructions; prepare basic records and reports of work performed; operate and maintain hand and power tools pertaining to the work; safety practices and procedures pertaining to the work; plan, organize, schedule, lay out and supervise the work of plant operations personnel. Analyze technical and operational issues and problems, evaluate alternatives and reach sound conclusions and recommendations for action and improvement; understand, interpret, explain and

apply local, state and federal environmental protection requirements; direct line staff in the operations and maintenance of equipment commonly found in water treatment facilities; monitor and maintain plant processes at an optimal and cost-effective level; organize work schedules for a continuous, around the clock operation; prepare technical reports on plant operations; read and interpret technical illustrations, blueprints, maps, plans, specifications, wiring and pneumatic diagrams; perform computer calculations as necessary to determine operations parameters; handle work-related stress in a professional manner; provide technical assistance and staff leadership on all aspects of the Section's function; evaluate alternative approaches, project consequences of proposed actions and adopt effective solutions in support of goals; communicate clearly and concisely, both orally and in writing; and provide assurance that the District is in compliance with all local, state and federal regulations.

QUALIFICATIONS GUIDELINES

Education and/or Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D (any amount of course work in engineering, sanitary engineering, environmental engineering, environmental sciences, public administration, or related field of study is desirable but not necessary). Six years of skilled, journey-level experience in the operations of a water treatment plant or relevant facility; or an equivalent combination of training and experience.

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Special Requirements

A valid Class "C" California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Possession of an appropriate California Water Treatment Operator Certificate (Grade III or IV).

Possession of an appropriate California Water Distribution Certificate (Grade IV or V).

FLSA EXEMPT
RANGE 76
