

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **WATER SYSTEMS SUPERVISOR**

**GRADE LEVEL:** E21

**SUPERVISOR TITLE:** Water Operations Manager

**FLSA STATUS:**  Exempt  Non-Exempt

**BARGAINING UNIT:**  RCWDEA  RCWD MPCEA

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**DEFINITION**

Under direction, to supervise and participate in a variety of water distribution activities, including budget developing, scheduling, and systems maintenance

**CLASS CHARACTERISTICS**

This is a full first line supervisory classification with responsibility for organizing and assigning duties, evaluating results, conducting performance appraisals and recommending personnel actions such as hiring, promotion, discipline and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit, including monitoring the department budget. Positions at this level typically report to an assigned department head. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to the following):

-  Supervise and participate in a wide range of water distribution and treatment activities; establish work methods and procedures; assign duties and evaluate results
-  Develop and conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination
-  Recommend, implement, and ensure compliance with operational policies and procedures
-  Develop and administer the assigned budget; recommend expenditures for equipment, materials and staffing
-  Provide staff assistance to higher-level management staff; investigate and prepare recommendations related to operational and administrative issues

- ✎ Address and resolve customer complaints arising from the operation and maintenance of the District's facilities
- ✎ Develop policy and standards relating to systems operation, facility maintenance and distribution systems construction
- ✎ Supervise the operation and maintenance of the District's water and reclaimed water distribution systems
- ✎ Administer and supervise the operations and maintenance of the District's water systems facilities including pumps and wells, reservoirs, ground water recharge operation, pumping stations, potable, recycled, raw water systems, and dam operations
- ✎ Review and recommend treatment strategies in response to legislation and regulatory issues and implement changes to maintain conformance with standards
- ✎ Supervise the maintenance of control valves
- ✎ Supervise pump and well installation, maintenance, and rehabilitation
- ✎ Supervise the coordination of all planned shutdowns
- ✎ Review inspector reports and material requirement lists prior to submitting to Division Director
- ✎ Represent the District at various meetings and coordinate activities with other agencies to address regional water supply issues
- ✎ Supervise the Valve Exercising program
- ✎ Coordinate HAZMAT training and exercises
- ✎ Assist in strategic planning of District's groundwater resources
- ✎ Perform related duties as assigned

### **QUALIFICATIONS:**

#### **Knowledge of:**

- ✎ Practices and principles of water distribution and treatment
- ✎ District water distribution systems including layout and location of facilities
- ✎ SCADA operation and principals
- ✎ Basic principles of employee managing including training and performance evaluations
- ✎ Applicable laws, codes, and regulations
- ✎ Mathematical principles related to water measurement and distribution systems

#### **Ability to:**

- ✎ Supervise and participate in a full range of water distribution activities and services
- ✎ Maintain control valves and associated pilot systems
- ✎ Assess and analyze operational problems

- ✎ Select, supervise, train, and evaluate assigned staff
- ✎ Interpret and apply laws, codes, regulations, policies, and procedures
- ✎ Gain cooperation through discussion and persuasion

### **SELECTION GUIDELINES**

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Five (5) or more years of increasingly responsible journey level experience in water distribution with a minimum of two (2) years supervisory experience/capacity or equivalent (i.e., supervising as duty operator, supervisory training, and/or supervising a project or team)

**Training:** Equivalent to completion of the 12<sup>th</sup> grade. AA or AS degree in Water Technology or related field, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### **Licenses and Certificates:**

- ✎ Grade D5 Water Distribution Certificate – SWRCB, required
- ✎ Grade T3 Water Treatment Certificate SWRCB, required
- ✎ Haz-Mat Tech OSHA 1910.120, required
- ✎ Water Technology, required
- ✎ Valid California driver's license, required (C)
- ✎ BA or BS degree in engineering, sciences, water technology, or related fields, desired

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines

- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

**OTHER REQUIREMENTS:**

- ✎ Must reside within a 30-minute response time to the District headquarters
- ✎ Willingness to work nights, weekends and overtime, as necessary

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date