

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **WATER QUALITY SUPERVISOR**

GRADE LEVEL: E21

SUPERVISOR TITLE: Water Operations Manager

FLSA STATUS: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION



Under general supervision, administrate of all regulatory responsibilities related to water treatment regulations, NPDES discharge regulations, recycled water use regulations, and backflow/cross connection requirements. Lead and perform complex and specialized technical duties including all water quality compliance, discharge compliance, recycled water use compliance, backflow and cross-connection control testing and all related reporting

CLASS CHARACTERISTICS

This is a full first line supervisory classification with responsibility for assigning specific duties, ensuring completion and compliance with applicable standards, policies and procedures, as well as providing technical assistance and training

Positions assigned to this level provide lead supervision to journey level staff and independently perform highly technical and specialized water quality sampling, testing and reporting duties and all water treatment, discharge, and recycled water use site activities at a level beyond that found at a journey level. 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):

-  Administer the water quality program to ensure compliance with State, County and Federal regulations
-  Administer the NPDES discharge requirements to ensure compliance with the

Regional Water Quality Control Board

- ✎ Administer the Recycled Water Program to ensure compliance with the Regional Water Quality Control Board
- ✎ Administer an effective Backflow and Cross Connection Control Program to ensure compliance with State regulations
- ✎ Administer the Quagga Mussel Control Plan to ensure compliance with California Department of Fish and Game
- ✎ Supervise and evaluate the work performance of water quality and cross connection control personnel
- ✎ Prepare and administer annual budget to include program improvements
- ✎ Act as liaison to Federal and State Regulatory agencies including the California Department of Health Services, EPA, Riverside County Division of Environmental Health, California Regional Water Control Board, Department of Toxic Substance Control, and the Department of Transportation, and City of Temecula
- ✎ Review and recommend treatment strategies in response to legislation and regulatory issues. Implement changes to maintain conformance with standards
- ✎ Manage all chemical treatment and analyses for compliance with state and federal regulations
- ✎ Propose and implement capital improvements
- ✎ Develop policy and standards relating to system operation and distribution system construction
- ✎ Evaluate position papers on proposed Federal and State legislation
- ✎ Develop and implement programs to assure compliance with Hazardous Waste regulations
- ✎ Develop and implement Hazardous Waste and Emergency Response Plan
- ✎ Review, amend and develop Hazardous Materials Business Plan
- ✎ Review and amend Water Quality Section Risk Management Plan
- ✎ Conduct and provide for HAZMAT training of the districts emergency responders
- ✎ Participate in public education programs relating to water quality through preparation of informational brochures, flyers and community meetings
- ✎ Provide staff assistance to higher-level staff; investigate and prepare recommendations related to operational and administrative issues
- ✎ Perform complex testing and reporting duties to the District's water supply
- ✎ Respond to and resolve difficult and complex citizen inquiries and complaints
- ✎ Provide technical support to other agencies
- ✎ Schedule water sampling and analysis for wells and distribution systems
- ✎ Maintain documentation of water analysis results
- ✎ Maintain District weather stations and weather data files
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Principles and practices of water treatment and distribution
- ✎ Applicable laws, codes and regulations
- ✎ NPDES discharge requirements
- ✎ Budget preparation and management
- ✎ Approved recycled water use
- ✎ Landscape and agriculture irrigation management
- ✎ Proper water sampling techniques
- ✎ Basic customer service techniques
- ✎ Physical, biological, and chemical properties of water and related constituents
- ✎ Principles and practices of Hazardous Materials response

Ability to:

- ✎ Generate reports to ensure full regulatory compliance
- ✎ Develop and maintain relationships with regulatory agencies.
- ✎ Lead and participate in a full range of water quality and conservation activities
- ✎ Determine proper action related to well development discharges.
- ✎ Determine proper action related to recycled water use areas.
- ✎ Determine water-related problems and provide effective solutions
- ✎ Operate a Personal Computer and use computer spreadsheets
- ✎ Maintain data on several databases both internal and web based. Use water quality field test kits and water pressure test kits
- ✎ Coordinate assigned activities with the activities of other departments and public agencies

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: Three (3) or more years of increasingly responsible experience in water quality, conservation or a related field 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). Experience with a public utility is preferred

Training: Equivalent to completion of the 12th grade supplemented by any combination of training and experience that demonstrates the ability to successfully perform the duties of the position, specifically specialized training in water treatment and cross connection control. Some college level course work in supervision/management is preferred. The equivalent to a Bachelor degree in environmental science or a related degree is desirable

Licenses and Certificates:

- ✎ Grade T3 Water Treatment Certificate – SWRCB, required
- ✎ Grade D3 Water Distribution Certificate – SWRCB, required; and, Grade D4 desired
- ✎ AWWA Cross Connection Control Specialist, required or obtain within two (2) years
- ✎ OSHA Hazardous Materials Technician – Certified 1910.120, required or obtain within one (1) year
- ✎ Valid California Class C driver's license, required
- ✎ Water Technology Certificate is desirable












PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

The essential functions of this position will 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 will require the employee to be exposed 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

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