

FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
CLASS SPECIFICATION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION: **Water Treatment Supervisor**
DEPARTMENT/DIVISION: Treatment
DIRECTLY REPORTS TO: General Manager
FLSA: Non-exempt
DIRECTLY SUPERVISES: Water Treatment Operators

Job Definition

This position plans, organizes, directs, supervises, and trains the District personnel assigned to the Treatment Department; and serves as a member of the District's Leadership Team.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Plans, organizes and supervises the work of staff assigned to the Treatment Department.
- Assumes responsibility for production logs and the development of required operating reports.
- Oversees the full range of water production and treatment operations, maintenance, and repair tasks.
- Directs emergency operation and repair work, as needed.
- Provides consultation and input for the planning and development of new District water production and treatment facilities.
- Responds to customer complaints regarding low pressure, high pressure, and water quality, as needed.
- Maintains an adequate inventory of necessary parts, supplies and chemicals to ensure continuity of water production and treatment operations.
- Inspects plants and facilities, and ensures proper operating conditions.
- Maintains required files and records.
- Oversees the proper conduct of standardized water quality control tests; may collect water quality samples for laboratory testing.
- Represents the District's water production and treatment operations with the public, contractors, and representatives of other government or public agencies.
- Holds periodic staff meetings for the purpose of technical, procedural or safety related training.

Qualifications

Knowledge of:

- District policies, procedures and standards.
- Principals of work safety.
- Water quality indicators.
- Basic equipment maintenance and repair.
- General plumbing, electrical, and construction methods.
- Water sampling and laboratory testing.

- Data collection systems and computer software such as: Microsoft Word, Excel, and Outlook.
- Reading comprehension and basic mathematical computations
- Confined space laws and procedures.
- Water treatment and production equipment such as pumps, pump motors, pressure differential valves, etc.
- Mathematical principals related to water measurement and distribution systems.
- Operating principals, methods, materials, and equipment used in water system installation, maintenance, construction, and repair work.
- Disinfection procedures and protocol; and chain of custody procedures.
- Laws, regulations and ordinances applicable to water treatment and distributions operations.
- Water quality compliance sampling schedule and reporting to regulatory agencies.
- All aspects of water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc.) and applicable local, state and federal regulations.
- Principals of employee training and supervision.

Ability to:

- Organize, schedule, coordinate and direct the work of subordinates.
- Supervise, train, motivate, coach, and evaluate assigned staff.
- Build consensus among personnel through an exchange of ideas and facts.
- Develop information and prepare reports.
- Read and understand construction drawings.
- Use a telephone for communication with district staff, outside vendors and contractors.
- Use office equipment such as computer terminals, copiers, and facsimile machines.
- Establish and maintain cooperative working relationships with outside vendors and contractors.
- Communicate proficiently with District management, co-workers, the public, outside vendors and contractors in written and oral form.

Physical Requirements

- Travel regularly by vehicle when performing work on or inspecting District treatment plants or other water production facilities.
- Carry, push, reach, and lift equipment and parts weighing up to 90 pounds.
- Stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Regularly work in an outdoor environment, with exposure to dust, dirt and significant temperature changes.
- Walk on uneven terrain.
- Sit for extended periods of time.
- Hear and see within normal ranges.

Required Certifications and Licenses

- Possession of State of California Water Distribution Operators certificate D2.
- Possession of State of California Water Treatment Operators certificate T3.
- Possession of CA-NV AWWA Cross-Connection Control Program Specialist.
- Possession of a valid Class C Driver's License.

Required Education and Experience

- High school diploma or equivalent.
- Minimum of four (4) years' experience with the District, or
- Four (4) years of increasingly responsible work experience performing complex duties related to the operation of a T3 classification drinking water treatment plant and supervising water treatment operators.