



WATER PRODUCTION SUPERVISOR

DEFINITION

Under general supervision, coordinates meter reading activities and operates and performs repairs and preventative maintenance on pumps, wells, controls, valves, SCADA, treatment facility and related equipment.

SUPERVISION EXERCISED

Supervises subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Supervise and participate in the monitoring of SCADA and station levels and make necessary adjustments to maintain adequate supply of water; supervise and participate in taking daily readings of residential and commercial water meters and electric and water consumption meters at pump and well locations; supervise and participate in monitoring and adjusting pressure regulators in water systems.

Supervise and participate in performance of preventative maintenance at the treatment facility and on pumps and pump motor equipment; supervise and participate in inspection of booster and well pumps checking for excessive noise, heat or leads; supervise and participate in checking fluid levels on pumps; supervise and participate in changing oil and packing at preset intervals.

Supervise and participate in installation and removal of motors in wells and booster pumps and installation, repair and/or calibration a variety of equipment at pump or well stations including meters, pump assemblies, valves, turbidity units and starting equipment.

Supervise and participate in taking well soundings, checking chlorine residuals for proper levels; measuring and adding chemicals; checking for chemical and chlorine leads and making repairs.

Supervise and participate in maintenance of records of lubrications, calibration and maintenance performed to equipment and machinery; supervise and participate in maintenance and repair work on pump and well buildings and facilities.

Supervise and participate in collection and testing water samples.

Water Production Supervisor

Created June 30, 2015

Revised December 21, 2017

Page 2 of 4

Enter data and prepare reports.

Assist in purchasing of products; requisition required supplies.

Prioritize required work and develop schedule to meet operational needs.

Train, supervise, evaluate and discipline subordinate personnel.

Coordinate with vendors and contractors involved in maintenance and repair of equipment and facilities and water quality.

Respond to water conservation violations or complaints.

Represent the City at meetings with other water agencies.

Complete water compliance, system demands, water quality and contaminant reports required by State agencies.

Assist in the development of annual water conservation calendar.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Methods, techniques for operating pumps, valves, electric motors, and electronic, computerized and manual control systems.

Equipment servicing requirements for water equipment and facilities.

Principles and practices of employee supervision, training, evaluation and discipline.

Methods used in chemical, bacteriological and biological analyses.

Standard safety practices required by Cal OSHA in the maintenance water equipment and facilities.

Applicable Federal, State and local laws, codes and regulations.

Record keeping and reporting.



ABILITY AND SKILL TO:

Operate pumping, treatment and control equipment and machinery.

Accurately read meters and gauges.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Operate office equipment including computers, copying machines and phone systems.

Read, interpret and apply technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Make mathematical calculations including metrics.

Prepare records and reports.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Comply with Federal, State and local laws and City policies, procedures and codes.

Communicate clearly both orally and in writing.

Work evenings, weekends and holidays on a stand-by schedule.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

AA/AS in water technology, construction or related field and four (4) years experience in operation, maintenance and repair of motors, pumps, wells and related equipment including some supervisory experience.



LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License.

Grade III Water Distribution and Grade II Treatment Operator Certificates within one (1) year of appointment.

Possession of or ability to obtain a Cross Connection Control Program Specialist Certification by American Water Works Association (AWWA) within 18 months of hire.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and light and heavy equipment used in fleet maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 50 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with extreme sun exposure, cold and wet

