



City of Bruno

CLASS SPECIFICATION

CLASS TITLE:

WATER QUALITY AND PRODUCTION SUPERVISOR

DEFINITION:

Under general direction, coordinates, directs, monitors, and documents the activities of the City's water production/Treatment section. Supervises employees engaged in the operation and maintenance of all City water production/Treatment facilities to ensure the water is safe and meets all federal and state primary water quality standards. Maintains the security and accessibility of all water facilities.

DISTINGUISHING CHARACTERISTICS:

Provides a broad range of professional, analytical, technical and administrative support for the Water Division of the Public Works Department, including responsibility for supporting and assisting, planning, implementing, coordinating and evaluating the City's water program. The incumbent will receive only occasional instruction or assistance as new or unusual situations arise and is expected to be fully aware of the operating procedures and policies within the Water Division.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from a Department Manager or Deputy Director.

Exercises technical and functional supervision over assigned technical, professional or administrative support staff.

EXAMPLES OF DUTIES:

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

- Performs chemical analyses, laboratory procedures, operates analytical equipment and instrumentation, handles chemicals common to the field of Water Quality.
- Plan, prioritize, assign, supervise and review the work of staff involved in water distribution, treatment and maintenance activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist in Establishing and implementing water sampling operations and procedures; reviews specifications for water quality equipment; conduct field sampling and analyses; coordinates and participates in the collection, interpretation and evaluation of water quality data; keeps detailed records accurately and neatly.
- Inputs and tracks water quality information in computer database, and drafts reports to management and other agencies. Analyzes complex data, reports and correspondence.
- Produces operational and water quality reports from data collected through field meter and gauge readings and from laboratory analyses. Keeps accurate and current operational, water quality related records and maintains these records available on computerized spreadsheets. Assist with all

Federal, State and local laws, rules, regulations and guidelines on sampling, testing, record keeping, and reporting requirements are met.

- Develops, schedules, and supervises the flushing program. Maintains records on well production and groundwater levels on computerized spreadsheets; assists in coordination with outside agencies on special groundwater studies and programs; makes recommendations for improvement and rehabilitation projects related to water quality and system reliability.
- Assists in coordination with the development of effective preventative maintenance program recommendations and quality assurance of the City's reporting responsibilities and water resource databases, including well production and groundwater yield emergency water supply plan and; assists in coordination of the response to emergencies related to water supply.
- Prepares requisitions and controls inventories for supplies and equipment; obtains quotations for water quality projects and equipment; and prepares purchasing documentation.
- Assist in preparation of Water Quality reports and Consumer Confidence reports as required by various regulations. Assist in the written public notifications related to water quality and directs special investigations in water quality and process control.
- Assists with the development of capital improvements related to water quality and assist in the coordinating with the Engineering Division on implementation of these projects.
- Meets and coordinates with outside agencies regarding water quality legislation and regulations: research and reviews existing and proposed Federal, State and local environmental regulatory requirements pertaining to water quality.
- Participates in the development and implementation of various public education programs related to water quality such as chloramination, as well as other water quality programs included in the City's Urban Water Management Plan.
- Actively participates in and assists with the development of various planning documents such as the Water Master Plan, Urban Water Management Plan, the City's Water Quality Program, and other specialty plans and studies.
- Assist in division budget preparation and monitoring; prepare, review, and monitor the water conservation program budget.
- Participate in a variety of technical reports, written communications, analytical reports, and correspondence for both internal use and outside agencies; participate in annual water conservation Best Management Practices (BMP) Reports and other related reports as required.
- Supervises, trains, and evaluates assigned staff; assist with agreements with outside consultants to perform specialized services or studies to meet division goals.
- Assists in presenting information on water conservation, water supply, and related issues to internal departments, community and business groups, trade organizations, and other public agencies; represent the City at professional association meetings and on assigned boards and councils if needed
- Assist with updates the City's Urban Water Management and Water Shortage Contingency Plans; assists in the preparation of other local and regional water-related planning documents; participate in Integrated Regional Water Management (IRWM) planning activities.
- May serve with technical assistance at the direction of the Services Manager in the areas of water supply and conservation; monitor and report to management on potential and actual legislation which may affect the policies and operating procedures of the division; recommend operational changes as required.
- Assists in special water supply agreements.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respects and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Builds and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Objectives, principles and practices of water treatment, distribution, quality conservation, planning, and management.
- Methods associated with water usage assessment; laws and regulatory codes applicable to water supply and demand management; the State of California Urban Water Management Planning Act, Water Conservation in Landscaping Act, and California Urban Water Conservation Council Best Management Practices.
- Administrative principles and methods, including project planning and program management; methods and techniques for creating written and oral public information programs; basic research techniques; principles of statistical and fiscal analysis; technical report writing techniques; grant writing and administration principles; budget preparation and monitoring principles.
- Principles and practices of effective supervision.
- Safety practices and procedures including, but not limited to, confined space entry, trenching and shoring.
- Know and understand operations, and observe safety rules
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of excellent customer service.

Ability to:

- Plan, develop, implement, and monitor a comprehensive municipal water quality conservation and supply programs.
- Oversee and conduct water use audits; supervise, train, and evaluate support staff; make effective oral presentations to a wide variety of audiences including civic, business, and school groups; deal tactfully and courteously with the public; understand Federal, State, and local laws, regulations, policies, procedures and standards pertaining to water supply and quality.
- Research and analyze a variety of moderate to complex administrative/operational and fiscal/budgetary issues; make persuasive presentations of ideas and recommendations.
- Prepare clear, concise and complete technical documents, reports, correspondence, grants, brochures, and other written materials; manage diverse projects and/or programs as assigned.
- Exercise sound independent judgment within established guidelines; establish and maintain effective working relationships with those contacted in the course of the work.
- Identify and resolve problems in the field; recognize and work within limits of authority.
- Read and understand blueprints, maps, plans, specifications and related technical documents.
- Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Operate motorized equipment and vehicles.
- Use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Frequently is required to stand; talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Perform close vision, distance vision, color vision, peripheral vision, depth perception, and possess the ability to adjust focus.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Three years of professional administrative, analytical, or program management experience in water supply or conservation.

Special Requirements:

Possession of a valid California Class B driver's license.

Possession of a California State Water Resources Control Board Water Distribution Operator Grade 3 (D3) certificate by date of appointment.

Possession of a California State Water Resources Control Board Water Treatment Operator Grade 2 (T2) certificate by date of appointment.

Working Conditions:

While performing the duties of this job, the employee may work either indoors or in outside weather conditions. The employee frequently works near moving mechanical parts, chemicals, and is frequently exposed to wet and/or humid conditions and vibration. The employee may be required to work night, early morning, or weekend hours, depending on workload factors, in addition to normally scheduled work hours.

Employee is subject to call back after hours and to respond to emergency situations on a 24- hour basis, seven days per week in addition to normally scheduled work hours. The noise level in the work environment can range from moderately quiet to loud.

Category:	Supervisor
FLSA Classification:	Non-Exempt
Effective Date:	July xx, 2022
Revisions:	N/A