

CITY OF ARCADIA

WATER PRODUCTION CREW SUPERVISOR

DEFINITION

Under direction, to lead and oversee maintenance crews; to participate in the more complex and difficult mechanical and electrical work of staff responsible for the installation, operation, maintenance, and repair of pumping equipment, facilities, and telemetry; to maintain water quality standards required by D.O.H.S. including sampling and water treatment; to direct daily operation of water production to comply with all Federal, State, County, and local regulations; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Lead, plan, and review the work of staff responsible for the operation, testing, maintenance, and repair of pumps.

Plan, direct, and participate in skilled systems operation, maintenance, and repair work.

Oversee the use of and operate a variety of vehicles, tools, and equipment used in the operation of the water production system and the installation, maintenance, and repair of telemetry and SCADA systems.

Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion; assist in major project layouts.

Train assigned employees in the areas of work methods, techniques, and the use and operation of equipment; assist in employee appraisal.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable work methods; ensure adherence to safe work practices and procedures.

Ensure the adherence with applicable standards and specifications; maintain cleanliness of work area and tools.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintain records and prepare reports as necessary.

Investigate complaints concerning the water production system.

Perform the full range of duties in the assigned area of work.

Inspect reservoirs, water levels, and telemetry; make adjustments to maintain proper water levels.

Perform bi-weekly well level recordings.

Assist Water Superintendent with the preparation of annual operating and CIP budgets affecting water production.

Operate, test, maintain and repair chlorinating equipment, valves, meters, gauges, electrical and gas water pumping equipment.

Prepare detailed reports of condition at pumping facilities.

Perform chlorinating and testing of pipelines and reservoirs.

Maintain and repair reservoirs and pumping facilities.

Take samples from wells, reservoirs and sample stations for chemical analysis.

Monitor rectifier stations.

Read and work from maps, blueprints, and sketches.

Schedule and direct outside contractors and monitor work on wells, booster pumps and reservoirs which affect water production.

Order and inventory materials and chemicals used in water production.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a water production system operation and maintenance program.

Principles of lead supervision and training.

Operational characteristics of specialized water production system equipment including chlorination systems for disinfection, zinc orthophosphate injection systems for the control of red water, and aeration towers for TCE/PCE removal.

Practices, methods, equipment, tools, and materials, used in the operation and repair of water production system equipment.

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

Occupational hazards and standard safety precautions necessary in water utility operations and repair work.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate a wide variety of equipment and tools used in water production system operation, maintenance, repair, installation, and construction in a safe and effective manner.

Operate a motor vehicle safely.

Perform manual labor for extended periods of time in all types of weather.

Ability to:

Plan, organize, and review the work of assigned staff.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult water production system operation and repair duties.

Ability to:

Install and maintain chlorination systems for disinfection and zinc orthophosphate injection systems for the control of red water.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

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

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four years of experience in performing skilled water production system operations and maintenance work.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training courses in water technology.

License or Certificate:

Possession of, or ability to obtain within one year, a valid class “C” driver's license with a hazardous waste endorsement.

Possession of a Water Treatment Operator, Grade II Certificate issued by the State of California Department of Health Services. Possession of a Water Distribution Operator, Grade III Certificate issued by the State of California Department of Health Services.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift 50 lbs., distinguish color, and wear protective apparel; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to travel to different sites and locations; availability for on-call, stand-by, and emergency call.

Effective Date: March 2006