CITY OF OCEANSIDE

REVISED: AUGUST 2012
JOB CODE: MAINT56
UNIT: UNREP/SUPV-ADMIN

WATER DISTRIBUTION SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, to supervise and coordinate water distribution system maintenance and operations including water quality sampling and backflow prevention; to coordinate assigned activities with other divisions, outside agencies and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Coordinates the organization, staffing and operational activities for the performance of water distribution water quality sampling operations, backflow prevention/cross-connection control and recycled water; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements; directs, coordinates and reviews the work plan for assigned water distribution services and activities; assigns work activities and projects; monitors work flow; analyzes and recommends operational procedures and preventive maintenance work; maintains awareness of changes in regulatory requirements and implements changes into operations; plans and schedules system maintenance; performs operational tests and records data; consults with SCADA personnel regarding function and use of telemetry equipment and data; works with inspectors on water quality sampling; reviews water quality data and make operational changes to maintain appropriate standards; selects, trains, motivates and evaluates water distribution personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; participates in the preparation and administration of the water utility program budget; submits budget recommendations; monitors expenditures; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water distribution system operation; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive municipal water distribution program;
- Methods and techniques of water distribution computer operating systems;
- Methods and techniques of water quality sampling and analysis;
- Modern and complex principles and practices of water distribution system maintenance;

- Tools and equipment used in the maintenance, construction and repair of water distribution systems;
- Principles of municipal budget preparation and control;
- Principles of supervision, training and performance evaluation; and
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Supervise, direct and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Oversee assigned water distribution system operations;
- Ensure compliance with applicable water quality standards, rules and regulations;
- Evaluate laboratory and water quality data and recommend appropriate operational adjustments;
- Coordinate and schedule preventive maintenance programs;
- Program, operate and maintain telemetry SCADA system to control the water distribution system;
- Read and interpret construction blue prints and schematics;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Four years of responsible water distribution system operation experience including one year of administrative and/or lead supervisory experience.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in water science, environmental science or a related field.

License or Certificate:

- A valid California Driver's License is required at the time of appointment.

- Possession of, or ability to obtain*, a valid Grade 5 Water Distribution Operator certification.

  * Candidate(s) who are selected for Water Distribution Supervisor and are employed with the City of Oceanside at the date of appointment and fail to obtain their required certification within one year of appointment will revert to their previous classification without right of appeal, unless otherwise required by law. Candidate(s) selected for Water Distribution supervisor who were not previously employed with the City of Oceanside and fail to obtain their required certification within one year of appointment will be terminated from employment with the City of Oceanside.

WORKING CONDITIONS

Environmental Conditions: Water distribution system environment; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals; work with water.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting; operating motorized equipment.