CITY OF OCEANSIDE

REVISED: MAY 1998
JOB CODE: MAINT48
UNIT: UNREP/SUPV-ADMIN

WATER TREATMENT 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 treatment and filtration operations including potable water treatment; 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 treatment and filtration; operations; 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 treatment services and activities; assigns work activities and projects; monitors work flow; monitors and reports amount of water being produced and treated; analyzes and recommends operational procedures and preventive maintenance work; ensures regulatory compliance of water filtration systems; maintains awareness of changes in regulatory requirements and implements changes into operations; inspects water meters, pump stations, reservoirs and pressure control stations; plans and schedules system maintenance; selects, trains, motivates and evaluates water treatment personnel; provides or coordinates staff training; works with employees to correct deficiencies; submits budget recommendations; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of water treatment system operation; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive municipal water treatment and filtration program;
- Modern and complex principles and practices of water treatment system maintenance;
- Tools and equipment used in the maintenance, construction and repair of water treatment and filtration 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:

- Select, supervise, train and evaluate staff;
- Oversee assigned water treatment plant operations;
- Ensure compliance with applicable water quality standards, rules and regulations;
- Coordinate and schedule preventive maintenance programs;
- Provide technical advice on all operational matters including water treatment and filtration;
- 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 treatment 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: Possession of, or ability to obtain, an appropriate, valid Grade III Water Plant Operator certificate.

WORKING CONDITIONS

Environmental Conditions: Water treatment plant 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.

OTHER WORKING TITLES:

Water Systems Supervisor
Water Distribution Supervisor
Water Plant Supervisor (former title)