

DESERT WATER



OPERATIONS SUPERVISOR

Operations Department

Range: 60 (Exempt)

Salary:

JOB DEFINITION: Under the general supervision of the Operations Manager, to plan, organize, direct and supervise the work of the Operations Department; to perform a variety of technical functions in relation to water production, reclamation plant operations, hydroelectric plant operations, surface water treatment operations, sewer lift station operations, and do related work as assigned by the Operations Engineer

SUPERVISOR: Operations Manager

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This is the highest level in the Operations Department and is a supervisory level responsible for oversight of the Operations Technician Foreman, as well as all personnel within the Operations Department. In order to attain this level, an individual will be required to (1) acquire the necessary certifications, and (2) have the work experience and knowledge to perform the duties of all levels of the Operation Technicians and System Operators.

EXAMPLE OF DUTIES:

Plans, organizes, coordinates and directs the work of the Operations Department; supervises the operation and maintenance of the two-way radio and SCADA (Supervisory Control and Data Acquisition) computer systems for the pumping, reclamation, lift stations, hydroelectric and surface water systems; oversight of well and reservoir water levels, with critical daily decisions made on water distribution based on water storage levels; schedules, oversees and keeps records on the maintenance on all chlorine equipment within the Agency system, including RMP (Risk Management Plan) audits, the changing of chlorine containers as necessary; tracks use of, and orders, all chemicals used for the treatment of Agency potable and reclaimed water systems and supplies; to oversee all chlorine residual and feed rate changes; to oversee all system chlorination, including that required when above normal dosing required; prepares written procedures for the use and handling of chemicals; supervises the functions of the water production for the agency and makes recommendations to the Operations Engineer for the optimum use of available power rates; supervises and performs the operation and periodic maintenance of the hydroelectric power generating facility; supervises the operations of the reclamation plant, lift station and surface water plants, and makes recommendations to the Operations Engineer to assure optimum operation; supervises and trains departmental staff in techniques necessary for the performance of duties; in the event of a chlorine spill or related emergency, will be responsible for the management of the event and all related emergency procedures and notifications or proper authorities; evaluates staff performance and performs other work as assigned; must be able to perform the majority of duties associated with all levels of position within the Operations Department (Technician I, II, III, System Operator I, II, III, and Operations Technician Foreman); is expected to be on 24-hour emergency call.

QUALIFICATIONS:

Schooling: High School Diploma or G.E.D.

Certification(s): Grade T2 Water Treatment and Grade D5 Water Distribution certification from the State of California.

Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability would be to have broad and extensive experience in operational and maintenance functions from a similar agency, preferably including some supervisory experience.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles and practices of electrical and communication control equipment, installation, repair and maintenance; reclamation treatment, water production; water treatment and quality; safety practices associated with both chemical and electrical modus operandi; vertical and horizontal pumping units; hydro-electric power generation; surface water equipment; Agency rules, regulations, procedures and ordinances; State and Federal requirements regarding the treatment and distribution of water through a public water system.

Ability: Work independently with little direction; understand and effectively carry out general oral and written instructions; give oral and written instructions; direct departmental staff toward the achievement of given objectives; analyze work activities and operational problems, train and oversee staff in all levels of Operations activities; maintain organized and up-to-date records and procedures; make logical recommendations; establish and maintain cooperative and professional relationships with fellow employees, officials and the general public.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Going up and down ladders, getting into large vehicles, climbing into/out vaults, etc.

Bending: yes no **Frequency:** Continual Often Infrequently Never

Examples: Performing repairs, facility installations, testing of machinery, etc.

Lifting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Lifting motors, vault lids, oil cans, etc.

Digging: yes no **Frequency:** Continual Often Infrequently Never

Examples:

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Driving or riding in vehicles, sitting at desk

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Operation of hand tools such as screwdriver, wrench, hammer, etc.

Respiratory (requiring use of respirator or face mask) yes no

Examples: When entering reservoirs, recycling facilities, sewer facilities, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed are split between the Operations Center and Agency facilities which are located outdoors.

Within the Operations center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the Operations work areas, including, but not limited to: telephones, computers, computer printers, and telemetry monitoring equipment.

Work performed outside is generally at facility sites and will take place in all weather conditions, including extreme heat in excess of 110°.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.