

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Water Treatment Supervisor	Reports To:	Treated Water Superintendent
Salary Range:	<a href="#">B72</a>	Approved by Board of Directors:	07/25/2018
FLSA Status:	Non-exempt	Unit:	<a href="#">Supervisor</a>
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i></p>			

### **Definition**

To plan, organize, direct and supervise staff responsible for the operations and maintenance of the treated water facilities within the Treated Water Division; to provide technical support to the Treated Water Superintendent; and to coordinate assigned activities with other divisions, outside agencies and the general public.

### **Supervision Received and Exercised**

Receives general direction from the Treated Water Superintendent.

Exercises direct supervision over assigned water treatment personnel.

### **Essential Functions Statements**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation of water treatment plants and pump stations; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in operating and maintaining the District's treated water facilities; assign work activities and projects; meet with staff to identify and resolve problems.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.
6. Monitor, operate, maintain, and troubleshoot water treatment facilities and related equipment.
7. Perform the more complex maintenance and repair activities to the treated water facilities.
8. Stay abreast of new trends and innovations in the field of water treatment.
9. Coordinate and oversee the cleaning and maintenance of treated water storage facilities.
10. Coordinate water treatment activities with other agency departments and outside agencies.

11. Test, calibrate and maintain air monitoring equipment for confined space entry; maintain required documents and records.
12. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Perform related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

- Principles and practices associated with operating a complex water treatment and distribution system.
- Techniques, methods and equipment used in the operation of treated water and distribution facilities.
- Principles of complex chemical, biological and mathematical equations.
- Equipment, tools and materials used in the operation of a water treatment plant.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications.
- Principles and practices of supervision, training and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Use of SCADA systems in the operation of water treatment plants.

#### **Ability to:**

- Organize, implement and direct water treatment operations/activities.
- Interpret and explain pertinent department, local, State, and Federal rules, regulations, laws, policies and procedures.
- Analyze problems, identify solutions, and resolve difficult operational and maintenance activities.
- Develop and recommend policies and procedures related to water treatment operations.
- Assist in the development and monitoring of an assigned program budget.
- Operate and use modern office equipment including a computer, applicable software and treatment plant SCADA system.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, motivate, coach and evaluate assigned staff.
- Work after hours night call on normal workdays, weekends, and holidays to assess emergency situations and dispatch needed personnel.
- Work after hours standby to respond to emergency situations at water treatment plants.

**Responsibility to:**

- Report any safety risks or hazards to management personnel.
- Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

**Responsibility to ensure that all personnel under your supervision are:**

- Obeying and promoting safe work practices.
- Properly trained in safe work practices and procedures.
- Utilizing proper protective equipment.
- Operating equipment properly.
- Acknowledging the use of safeguards by other employees.
- Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

**Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of responsible experience similar to Chief Water Treatment Operator with the Nevada Irrigation District.

**Education:**

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Grade 5 Water Treatment Operator Certificate (T5) and a Water Distribution Operators Certification, Grade 2 (D2).

**License and Certificate:**

Possession of a valid California driver's license.

Possession of a valid California Department of Public Health Water Treatment Operators Certificate, Grade 5 (T5).

Possession of a California Department of Public Health Water Distribution Operators Certificate, Grade 2 (D2).

Possession of, or ability to obtain within one year of appointment, a valid Grade 1 Water Quality Analyst certificate issued by the American Water Works Association.

**Working Conditions**

**Environmental Conditions:**

Work is normally performed in a temperature controlled office environment subject to typical office noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.