

Humboldt Bay Municipal Water District

WATER OPERATIONS SUPERVISOR – M5 (Chief Operator)

GENERAL PURPOSE

Under direction, supervises and participates in the work of staff responsible for the water pumping, distribution, and treatment systems; oversees and participates in work involving meter reading, water service connection, backflow compliance, and customer services; and performs other related work as required.

Serves as the District's Chief Operator pursuant to California safe drinking water regulations.

ESSENTIAL FUNCTIONS AND DUTIES

- 1) Responsible for overseeing and leading operations of the District's water pumping, treatment and distribution system. Also responsible for operation of the District's Supervisory Control and Data Acquisition System (SCADA) used to monitor and control the water system. Supervises and participates in all aspects of District operations to carry out this responsibility.
- 2) Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements
- 3) Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements
- 4) Assisting in handling and storage of water treatment chemicals
- 5) Performing water sample collection and various laboratory testing and analytical procedures
- 6) Monitoring, starting and controlling power generation equipment in a safe manner
- 7) Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions
- 8) Supervises and participates in meter reading, service connection, backflow device installation and testing, and customer services
- 9) Conducts periodic inspections of equipment and facilities to ensure proper operation, and to identify and plan for repairs and maintenance
- 10) Assists with the implementation of a comprehensive work safety program. Ensures adherence to safety requirements, conducts inspections for hazards, conducts accident investigations, and prepares incident reports
- 11) Designs and implements energy conservation programs
- 12) Assists in the identification, planning and prioritization of operations and maintenance projects, including the determination of personnel & materials requirements, and personnel assignments
- 13) Works with contractor and/or customer to properly size and locate new meter service requests
- 14) Provides input on budget and cost proposals for maintenance and operations
- 15) Directs departmental record keeping activities; prepares requisitions; prepares a variety of reports.
- 16) Handles customer inquiries and complaints. Keeps records of all complains per State regulations.

- 17) Performs supervisory functions. Assures that subordinate staff acquire and maintain all necessary licenses, certifications, and training; plans and conducts in-service training programs; prepares periodic evaluations of employees; assists in the selection of new water operations staff.
- 18) Performs duties of an Operations and Maintenance Technician as needed, and may act as District Superintendent

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- i. Principles, practices and operation of water pumping, treatment and distribution
- ii. Federal and State regulations relating to water quality, treatment, and distribution
- iii. Collecting water samples and performing laboratory testing procedures
- iv. Reading meters and accurately recording water usage
- v. Budgeting and project planning, and cost estimation for service installations
- vi. Safety regulations, programs and safe work practices
- vii. Interpretation of user manuals, repair manuals, schematic diagrams and blueprints
- viii. Operating a variety of vehicles and power-driven equipment
- ix. Dealing tactfully and courteously with customers. Handling customer inquiries and complaints
- x. Develop cooperative working relationships. Use teamwork to solve practical problems, and to plan and coordinate workload among a small, close-knit workforce
- xi. Strong working knowledge of computers using both standard (Microsoft Office) and specialized application software (Allan Bradley Ladder Logic, MMI languages; SCADA, ESRI ArcGIS/GPS)
- xii. Strong written and oral communication skills
- xiii. Ability to compose routine correspondence and reports
- xiv. Strong arithmetic and basic mathematics skills

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position beneficial
- iii. Five-to-ten years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities. Supervisory experience beneficial and desirable. Experience with Supervisory Control and Data Acquisition Systems also beneficial and desirable
- iv. Grade IV Treatment and/or Distribution certificates

SPECIAL REQUIREMENTS

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record

acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.

2. May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
3. In order to wear respiratory protection or other safety equipment facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).
4. Must be able to participate in confined space operations.
5. Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
6. Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.
7. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
 - d. Think critically
- ii. Sit for extended periods of time
- iii. Operate a variety of office equipment (computer, copy machine, fax, etc.)
- iv. Operate motor vehicles and other equipment
- v. Operate a variety of hand and electric tools
- vi. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, climbing, and manual dexterity
- vii. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions
- viii. Wear a respirator and other personal protective equipment;
- ix. Understand and carry out oral and written directions;

- x. Communicate well with others, verbally and in writing;
- xi. Work cooperatively and get along well with other people;