PUBLIC WORKS SUPERVISOR
Water Operations – Distribution

DEFINITION
Under general supervision, assigns, coordinates, supervises staff engaged in Water quality and compliance operations in efforts to ensure aesthetic water to community.

ESSENTIAL FUNCTIONS:
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

TASKS
• Participates in and supervises staff responsible for the operation and maintenance of the Water Distribution Operations to produce and deliver safe and aesthetic water to the residents of the City;
• Oversees, interprets and implements City, state and Federal guidelines, policies and procedures of water quality;
• Maintains water distribution system delivery and water quality;
• Schedules, assigns and oversees work activities; monitors and reviews progress, efficiency and quality of work activities and recommends hiring, training and disciplinary action for assigned staff.
• Prepares staffing, time and material estimates required for operation and maintenance-related projects;
• Assists in the preparation of Division budget and staff reports;
• Maintains records and submits reports to Department of Health and other governing bodies for compliance;
• Conducts safety meetings and perform regulatory compliance tasks concerning environmental safety issues;
• Attends meetings and seminars involving water quality and water issues, distribution, pumps, motors and other water system equipment.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledgeable of applicable City, county, state and Federal statutes, rules, ordinances, codes and regulations governing water treatment and production, budgeting and purchasing techniques and procedures, water quality and safety, compliance codes and guidelines and of occupational hazards and safety precautions;
• Skilled in providing and following oral and written instructions, establishing and maintaining effective working relationships, maintaining compliance with water standards;
• Ability to prioritize, schedule, monitor and evaluate work activities of staff, determine best practices to ensure safety of staff, and to effectively communicate verbally and in writing with all levels of staff.
• Knowledgeable of personal computer hardware and software

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending. Incumbent in this classification may be exposed to slippery or wet surfaces, hazardous chemicals, extreme temperatures and weather, high voltages, repetitive motion and vision to monitor.

QUALIFICATIONS
Must possess CA Health Department Water Distribution (D-4) and Water Treatment (T-2) Certifications AND a minimum five (5) years experience performing progressively responsible level work in water system distribution, operation and maintenance. Must possess at the time of application and maintain a valid California Driver’s License.