PUBLIC WORKS SUPERVISOR
Water Treatment Plant

DEFINITION
Under general supervision, supervises staff engaged in the operation and maintenance of the Water Treatment Plant in order to produce and deliver safe and aesthetic water to the residents of the City.

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
- Supervises staff engaged in the operation and maintenance of the Water Treatment Plant in order 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 ground water production and treatment and water quality;
- Schedules, assigns and oversees work activities including laboratory operation, field sampling and pump and groundwater production;
- Monitors and reviews progress, efficiency and quality of work activities;
- Prepares staffing, time and material estimates required for operation and maintenance-related projects;
- 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;
- Conducts meetings with upper management to work on improvements and projects for the Water Treatment Plant;
- Oversees the cleanliness of the treatment plant, pumping stations, well sites and reservoirs;
- Attends meetings and seminars involving water quality and ground issues, groundwater production, pumps, motors and other water treatment 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, 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, implementing and enforcing safety rules and department policies and regulations;
- Ability to supervise, delegate and evaluate work activities of staff, prioritize and schedule maintenance activities, effectively communicate verbally and in writing;
- Proficient in the use of a personal computer hardware, electronic devices and software needed to perform essential job duties.

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

QUALIFICATIONS
Health Department Water Treatment Certificate T3, Water Quality Analyst Certificate and Water Distribution Certificate. AND five (5) years of progressively responsible experience in water plant/treatment operation. Must possess at the time of application and maintain a valid California Driver’s License. Must possess at the time of application and maintain