

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY WATER TREATMENT SUPERVISOR

DATE: 01/09/07

FLSA STATUS: EXEMPT

JOB CODE: 51791

UNIT REPRESENTATION: MID-MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under the general supervision of the Water Utility Operations Superintendent, to assist in scheduling, monitoring, and supervising the maintenance, operation, and repair of water treatment facilities, pumps, boosters, pressure regulating devices, hydro-generation, geothermal.

DISTINGUISHING CHARACTERISTICS

The class of Water Treatment Supervisor is the working supervisor level in the Water Treatment Operator series. Supervision is received from the Water Utility Operations Superintendent. Supervision is exercised over Water Treatment Operation personnel.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provides courteous and expeditious customer service to the general public and City Department staff;
- Routinely adheres to and maintains a positive attitude towards City and department goals;
- Assists in scheduling, monitoring, supervising, and implementing practices and procedures to ensure water treatment;
- Programs and operates computer Supervisory Control and Data Acquisition (SCADA);
- Coordinates the activities of Operations personnel;
- Responsible for service and repair to pumps, pressure regulating devices, chlorination equipment, geothermal and hydro-generation stations, pumps and other water treatment equipment;
- Maintains standards for performance;
- Instructs and trains staff in work methods;

- Checks and corrects work in progress and upon completion;
- Supervises the work of crews assigned to more than one location;
- Maintains records on work performed and prepares routine and special reports as required;
- Analyzes and recommends need for alterations and repairs;
- Operates department vehicles;
- Ensures proper ventilation when working in enclosed spaces;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- Acts in accordance with regulations of the Occupational Safety and Health Administration;
- Must be able to respond to call-outs or emergencies; and performs related work as required.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Basic principles of supervision;
- Principles and practices of water treatment;
- Methods and purposes of chlorination, water treatment and water production;
- Recent developments and sources of information about water treatment and production;
- Types and variety of pumps, motors, chlorinators, and water treatment facilities;
- Theory, principles, state and federal regulations, and methodology of water quality control;
- Appropriate safety and environmental precautions and procedures.

Ability to:

- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.
- Supervise Water Operations employees;
- Read and understand moderately complex operating procedures;
- Plan and schedule work assignments, train and evaluate subordinates;
- Operate a calculator with speed and accuracy;
- Safely operate a vehicle observing legal and defensive driving practices in transportation of hazardous materials;
- Understand and carry out oral and written instructions;

- Understand, operate and train others on the use of SCADA system;
- Work in the field in varying environmental and weather conditions;
- Properly use and train others on the use of personal protective equipment;
- Routinely enter subsurface water works structures to operate and maintain water production equipment;
- Routinely climb ladders and stairs to enter reservoirs to carry out inspection and operation procedures;
- Establish and maintain effective relationships with those contacted in the course of work;
- Adhere strictly to appropriate safety precautions and procedures;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear protective respiratory equipment to include SCBA and personal escape respirator;
- See in the normal vision range with or without correction;
- Hear in the normal audio range with or without correction;
- Lift up to 75 pounds in normal duties;
- Work under moderate or high stress conditions.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or GED equivalent,

And

Experience: 4 years of water treatment experience. Additional college education in chemistry, civil engineering, and biology may be substituted for two (2) years of the required work experience on a 30 semester unit for 1 year of experience basis.

And

Certificates: Must have and maintain a State of California Department of Health Services (DHS) Water Treatment Operator Grade 3 certificate and a State of California Department of Health Services (DHS) Water Distribution Operator Grade 2 certificate. Must submit a copy of the required DHS Water Treatment Operator Grade 3 certification and DHS Water Distribution Operator Grade 2 certification at time of application.

And

Possession of a valid California Class "C" driver's license required upon application. Possession of a valid California Class "C" commercial driver's license with a hazardous materials endorsement and a valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six months after appointment. Note: For out-of-state applicants, a valid driver's license is required and a valid California Class "C"

driver's license must be obtained within ten days of appointment (CA Vehicle Code 12505c), a valid California Class "C" commercial driver's license with a hazardous materials endorsement and a valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six months after appointment.

NECESSARY SPECIAL REQUIREMENTS

Must be clean shaven or trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment. Must pass a respirator medical exam and be physically able to wear SCBA equipment

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Utility Water Treatment Supervisor

To: Water Utility Superintendent

Job Description:

CSB Approved: 01/09/2007

Testing Standards:

Open/City Promo 10/27/1998