



JOB DESCRIPTION

Senior Water Supply Lead Operator

Date Prepared: March, 2016

SUMMARY: Under general direction plans, coordinates, supervises, and directs the Water Supply Division; oversees the operations and maintenance on City pumps, wells, tanks, water treatment facilities, recycled water facilities, Aquifer Storage and Recovery (ASR) facilities, alternative water supply facilities, and related equipment; oversees Supervisory Control and Data Acquisition (SCADA) operations; may assist in overseeing the Water Quality and Cross-Connection Control programs; may serve as the Water Supply Supervisor in the absence of the Water Supply Supervisor; performs related work, as assigned.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Supervise Water Supply Crews and oversee daily work schedules.
- Oversee the inspection, operation, testing, and maintenance of a variety of water well and pumping equipment, water storage facilities and water treatment facilities, including pumps, air compressors, emergency systems, pipe systems, chemicals and equipment associated with water treatment, and pressure vessels.
- Oversee operations of SCADA system.
- Oversee ASR, alternative water, and recycled water systems.
- Oversee non-potable irrigation well systems.
- Ensure compliance with federal, state, and local regulations.
- Maintain and ensure the adequate supply of water in the District's reservoirs and water system.
- Requisition parts and supplies.
- Maintain, record, and prepare reports.
- Read and interpret drawings, diagrams, and blueprints.
- Compile and log a variety of readings.
- Utilize a variety of power and hand tools.
- Perform a variety of related welding, carpentry, pipefitting, valve repair, and cement work.
- May participate in emergency call duty on a rotation basis.
- Make arrangements with contractors for jobs.
- Assist in the preparation of the annual budget for the Water Supply Division.
- Conduct employee evaluations.
- Prepare and present verbal and written discipline reports, as necessary and promote teambuilding.
- May cross-train with other divisions.
- Utilize computer software programs competently.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent AND five years of experience in water supply maintenance, operations and SCADA systems, INCLUDING two years of experience in a leadership role or a lead worker capacity within a comparable sized utility agency.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- May be required to obtain a California Class “A” driver’s license with a Hazardous Materials endorsement.
- Must possess a California Department of Drinking Water (CDDW) Water Treatment Operator Grade 2 Certificate and a CDDW Water Distribution Operator Grade 4 Certificate.
- American Water Works Association (AWWA) Cross-Connection Specialist certification desired.

Knowledge of:

- Applicable and pending laws, codes, and ordinances.
- Safety and health regulations related to water service quality control.
- Water distribution and treatment procedures.
- Chemicals used in the treatment of water.
- Well and pump efficiency testing.
- Water level measuring.
- Operation and maintenance of portable engine generators.
- Standard tests for determining water quality.
- Customer water demands.
- Backflow prevention and Cross-Connection Control.
- Automatic control valves and their maintenance.
- Basic record-keeping and report writing practices.
- Equipment, materials, and tools used in the operation and maintenance of motors, engines, pumps, compressors, and other equipment.
- SCADA systems.
- Basic computer skills and standard software.
- Methods, materials, and equipment used in engineering, construction, inspection, and maintenance of a water system.
- Budget preparation and expenditure control.
- Principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws, and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Analyzing situations accurately and making effective recommendations.
- Interpreting Engineering and Public Works plans, specifications, drawings, and department Map Book.
- Inspecting, operating, and diagnosing problems.
- Performing preventative maintenance on related equipment.
- Interpreting and applying various federal, state, county, and District codes, regulations, and ordinances pertinent to water quality standards.

- Using patience, tact, diplomacy, and courtesy in dealing with the public and employees and maintaining a positive attitude.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an outdoor environment. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling; using hands and fingers to handle or feel objects, tools or controls; lifting and carrying moderately heavy objects up to 100 pounds and/or utilizing a hand dolly to move up to 160 pounds. Incumbent frequently works near moving mechanical parts, occasionally works in high, precarious places, and can be exposed to electrical hazards. Incumbent wears personal protection-protective equipment. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date