



JOB DESCRIPTION

Water Resources Supervisor (Water Supply)

Date Prepared: July 2022

SUMMARY: Under general direction of the Water Supply Manager, plans, coordinates, supervises, and directs the work of staff engaged in implementing, administering, and evaluating recycled water & cross-connection control programs; supervises and participates in the enforcement of water ordinances and compliance with recycled water and cross connection programs; interacts with customers and property managers; addresses recycled water and cross-connection issues; performs related work, as required. Assists with industrial wastewater treatment plant operations, reporting, and budgets.

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, implement, and administer assigned elements of recycled water and cross-connection programs.
- Direct and supervise year-round program activities, as well as staffing, training, coaching, scheduling, and integrating work of personnel performing recycled water, cross-connection and percolation pond maintenance.
- Create a workplace that values employees, encourages their development, values their opinion, values their participation, and encourages innovation and teamwork.
- Coordinate and or conduct annual wastewater discharger site inspections.
- Conduct recycled water site user training and site inspections.
- Coordinate, plan, develop, prepare, and implement department's recycled water program.
- Monitor and inspect recycled water discharge ponds and distribution system.
- Coordinate with regulatory agencies, recycled water customers, and other divisions regarding recycled water and cross connection issues.
- Supervise and oversee the city's cross-connection control program and cross-connection control ordinance.
- Assist with the annual budget and procurement process for the department and maintain accountability throughout the year.
- Stay apprised of requirements of State regulatory agencies; recommend new and/or revised processes and procedures pertaining to work assignments.
- Attend meetings and conferences to stay apprised and remain compliant with new and updated state and federal regulations, and new technology.
- Conduct periodic staff meetings and instruct personnel in safety procedures.
- Assist with the preparation, submittal, and administration of grants to promote recycled water programs.

- Coordinate and or conduct cross connection shut down tests and surveys.
- Promote public relations by making presentations to outside groups regarding water quality as it pertains to cross-connection and recycled water.
- Answer questions and provide information to the public.
- Collaborate and coordinate with other government and water agencies on joint projects.
- Prepare and maintain necessary records and reports, correspondence, and other documents or materials based on data collection and analysis for presentation to management, outside agencies, customers, or the general public.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from high school, OR GED equivalent, SUPPLEMENTED BY college level coursework in water supply technology, or related field. Six years water supply or distribution maintenance, and or water quality/recycled water INCLUDING a minimum of three years of experience in a supervisory capacity within a comparable sized water utility.

Knowledge of:

- City policies and procedures.
- Local, state and federal laws, codes and ordinances regarding cross connection and recycled water.
- Principles and practices of water utility operations.
- Principles and practices of cross connection control, testing and maintenance of backflow devices.
- Residential and commercial methods and techniques regarding backflow devices.
- Public education and information techniques and practices.
- Principles and practice of project management.
- Principles and practices of employee supervision, including training, work evaluation, discipline, and safe work methods.
- Budget preparation and expenditure control.
- Principles and practices of public information services, water resource management, and water utility operations.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Interpreting and applying laws, regulations, and policies in accordance with established standards, procedures, and criteria for the District.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Public speaking and presentations.
- Establishing and prioritizing action items and multitasking effectively.
- Providing efficient customer service.

- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- 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.

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.
- Possession of California SWRCB or CDPH Distribution Operator Grade 4 Certificate and a SWRCB or CDPH Water Treatment Operator Grade 2 Certificate.
- May be required to obtain a San Bernardino County Certified Backflow Prevention Device Tester Certificate.
- American Water Works Association Cross Connection Control Specialist Certificate is desirable at time of appointment or must obtain within a year.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in variety of locations, in the office and out in the field and is subject to outdoor settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. May be required to climb ladders and traverse on uneven surfaces. May be exposed to extreme weather conditions and hazards. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Will be required to assist with setting up division displays, pop-up canopy, tables, and chairs. 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 Approval

Date

Personnel Officer Approval

Date