



Job Classification

Title: Operations Supervisor
FLSA Status: Exempt
Job Code: 116 & 117

POSITION OVERVIEW

This position plans, organizes, and supervises staff involved in various aspects of water system operations, maintenance, repair, and/or reconstruction work including the operation of water treatment plants, distribution and transmission systems, hydroelectric stations, and the water quality laboratory; and provides staff assistance to the Chief Operations Officer.

The Operations Supervisor (T5) will share the 24-hour responsibility of all operational aspects of Three Valleys MWD facilities.

OVERSIGHT

Supervision Received: Report to the Chief Operations Officer.

Supervision Given: Supervises the Shift Operator and the IESO.

ESSENTIAL FUNCTIONS

- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for District water operations; implements policies and procedures.
- Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in the operation and maintenance of treatment facilities, transmission systems, planned and unplanned treatment plant shut-downs, hydroelectric stations, the water quality laboratory, and related facilities.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepare various reports on operations and activities.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget requests; monitors and control expenditures.
- Participates in the selection of operations staff; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline procedures, prepares

employee performance evaluations.

- Answers questions and provide information to the public, city officials, and other utility districts; investigates complaints and recommends corrective action as necessary to resolve complaints.
- Collects and reviews daily operations data; reviews laboratory tests; implements modifications to the treatment process as required, operates and maintains the sludge collection and processing systems.
- Prepares monthly operations, bacteriological, and water quality reports; reviews and processes water billing statements; maintains time, material, and equipment use records; requisitions supplies and materials.
- Oversees the ordering of chemicals, spare parts, equipment, laboratory supplies, and equipment.
- Participates in the full range of operations, maintenance, repair, and construction duties including performing the most difficult duties assigned to the work unit (SCADA and chemical delivery systems), this is a hands-on working supervisor position.
- Conducts regular tailgate safety meetings and employee training.
- Checks water facilities and equipment for needed maintenance and repairs; participates in the development and implementation of preventative maintenance programs.
- Inspects the work of crews while in progress; provides advice and assistance to subordinate supervisors.
- Perform related duties as assigned, when needed can perform any of the duties performed by T2, T3, T4, and T5 Shift Operators.
- In the absence of the Chief Operations Officer, the senior-level Operations Supervisor assumes the responsibilities of the Chief Operations Officer.
- Must have the ability to obtain the basic requirements of the Chief Operations Officer classification within 3-5 years.
- Will be required to perform on-call standby duty.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Materials, methods, practices and equipment used in water systems operations, construction, maintenance and repair activities including treatment plants, transmission systems, and hydroelectric stations; types and level of maintenance and repair activities generally performed in a water systems operations, construction, maintenance and repair program; principles and practices necessary in the operation of a water purification treatment plant including the operation and maintenance of plant machinery; standard principles of biology, chemistry and mathematics as related to water purification treatment; basic mechanical and electrical systems; principles of supervision, training and performance evaluation; safe work practices; writing and proper English language rules; common business computer applications such as Microsoft Word, Excel, Outlook and the Internet.

Ability to: Operate and maintain water purification treatment machinery and equipment; make routine repairs and adjustments to telemetry equipment, motors, pumps and other equipment; maintain and operate laboratory equipment and conduct chemical and biological tests; read meters and gauges correctly and act quickly and competently; supervise, train and evaluate assigned staff; interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects; keep records and make reports; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

EDUCATION AND EXPERIENCE

The Operations Supervisor(s) will possess a combination of education and experience equivalent to:

- Five (5) years of increasingly responsible experience in the operation of water treatment facilities, hydroelectric generators, and a water quality laboratory including one year of supervisory or lead responsibility.
- Completion of the twelfth grade supplemented by specialized training in biology, chemistry, or a related field.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires the ability to distinguish between colors. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit, stand and climb (e.g., a ladder); and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 55 lbs. and heavier weights with the use of proper assistance.

Requires working with and handling hazardous chemicals; working in confined spaces; use of

respiration equipment and the manual operation of heavy equipment. Valid certification to use and wear a respirator must be obtained from the District's designated occupational physician within twelve months of hire. Requires ability to pass respirator and physical/fit test as well as a background check and drug screening.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- Possession of a valid Grade 3 Water Treatment certificate (T3) issued by the State of California, ability to get a Grade 4 Treatment certificate (T4) within 18 months.
- Possession of a valid Grade 3 water distribution certificate (D3) issued by the State of California, ability to get a Grade 4 Distribution certificate (D4) within 18 months.
- Possession of a valid Water Quality Analyst certificate issued by AWWA within 18 months.

Operations Supervisor (T5) ONLY:

- Possession of a valid Grade 5 Water Treatment certificate (T5) issued by the State of California.
- Possession of a valid Grade 4 water distribution certificate (D4) issued by the State of California, ability to get a Grade 5 Distribution certificate (D5) within 18 months.
- Possession of a valid Water Quality Analyst certificate issued by AWWA within 18 months.

Licenses

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations

- None

This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for Operations Supervisor. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.