



Operations Superintendent

Department/Division:	Operations - Water Treatment & Production
Reports To:	Director of Operations
Provides Direction To:	Treatment & Production Divisions
FLSA Exemption Status:	Exempt
Effective Date:	July 16, 2026

GENERAL PURPOSE

Under general direction, plans, supervises, assigns, and reviews the work of staff responsible for performing of a variety of tasks associated with the planning and operation, maintenance, and repair of the District's water treatment and production facilities, water quality, and related technical treatment processes. Assists in developing and operating on-going programs in water treatment, water production and storage, evaluation and optimization; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Water Treatment & Production Operator classification series. Incumbents are responsible for supervising, directing, and performing the full scope of water treatment and production work, including performing the most complex duties related to the assigned functional areas. This position is distinguished from the Lead Water Treatment & Production Operator in that they perform the full scope of supervisory work for assigned staff, while the Lead Water Treatment & Production Operator provides lead direction.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Assigns, evaluates and supervises the work of the water treatment and production operators who are responsible for performing a variety of tasks associated with the operation of the District's extensive water treatment and distribution system and water quality duties; ensure completion of assigned duties for appropriate quality and timeliness.
- Maintains records concerning operations, maintenance and programs; prepares reports on operations and activities; performs the more technical and complex tasks of the work unit including identifying, planning, organizing and scheduling the daily and long-term water quality activities.

- Develops employees in the department including career development planning and elements of supervision, assessment, coaching, teaching, training, certifications, and communication skills.
- Writes and conducts formal performance appraisals; participates in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination.
- Takes appropriate water analyses and has authority to make decisions and direct support personnel in maintaining operations of the District Water Filtration and Treatment facilities.
- Ensures that regular inspections, maintenance, and necessary repairs are performed on all District wells, pumping stations, reservoirs, wellhead treatment facilities, emergency generators, and the District's Supervisory Control and Data Acquisition System (SCADA).
- Ensures automatic control valves are inspected, adjusted and maintained on a regular basis. Supervises the work of operators engaged in the operation, repair and preventative maintenance of the Water Filtration and Treatment facilities and related equipment.
- Schedules equipment maintenance and oversees on-site contractors' performance.
- Operates effectively and diplomatically in all areas of employee relations, projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.
- Leads and participates in the work of operators engaged in the preventative maintenance and repair and capital improvement projects for production assets and infrastructure, plants and related equipment.
- Responds to all water quality issues chlorine alarms as a member of the District's Emergency Response Team.
- Inspects, operates, and maintains a variety of equipment; makes operating adjustments as needed.
- Performs a variety of construction and maintenance of all equipment for the District.
- Accounts for orders, maintains and/or discards materials and equipment as required, including ordering and maintaining chemical and water treatment supply inventory.
- Records findings, prepares and reviews reports; maintains historical reports and water quality results in an organized manner.
- Participates in projects related to the expansion of District treatment plants and related infrastructure.
- Interpret complex data and use it to implement operational improvements.
- Assists in the review of plans, distribution maps, specifications, and regulatory requirements.
- Participates in strategic planning including the development, implementation, and tracking of applicable work plan goals.
- Performs a variety of skilled and semi-skilled water system repairs.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in water treatment and distribution; directs the incorporation of new developments into program areas, as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Assists and participates in the development and administration of assigned components of the annual budget and other budgets including CIPs.
- Reads, understands, and ensures compliance with the West Valley Water District Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions to supervisor.
- Assists in the administration of reactive and preventative maintenance activities for the water treatment and distribution system.

- Coordinates and schedules routine maintenance and daily work duties of assigned staff; maintains computerized records of maintenance scheduled and completed.
- Maintain and implement a preventative maintenance program; repair and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks and reservoirs.
- Evaluate job sites of potential risks and develop strategies to mitigate them.
- Conducts plant tours, and participates in public education, special events, and cross-training programs.
- Ensures that safety procedures are implemented and followed.
- Regular attendance at the work site.
- Performs other related duties and responsibilities as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Practices and procedures related to the water treatment and distribution equipment and processes.
- Operational characteristics of mechanical equipment and tools used in water treatment and water production and transmission.
- Local groundwater basins, basin adjudication, and local water rights.
- District service area and locations of water facilities and equipment.
- Relevant local, state and federal laws, regulations and guidelines.
- Principles and practices of effective leadership and employee supervision, including training and performance evaluation.
- Safety methods and regulations pertaining to all facets of utility work.
- Water production, distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of a Water Filtration Treatment Plant and related equipment.
- The California Code of Regulations, Title 22.
- Automatic control valves, system analyzers, and their maintenance.
- Calculations for optimal chemical feed adjustments.
- Principles of water hydraulics.
- Operation of telemetry equipment/Supervisory Control and Data Acquisition (SCADA) system and system alarm mechanisms.
- Basic practices and procedures used in budgeting, record-keeping, procurement, store-keeping, and related administrative tasks.
- Domestic water sampling techniques and chlorination equipment/control.
- Electric utility rate schedules, tier thresholds and seasonal demand related charges.
- Emergency preparedness and planning.
- Safe work practices.

Ability to:

- Supervise, assign, inspect and evaluate the work of others.
- Make independent technical decisions to maintain proper treatment processes.
- Diagnose complex operating problems and take effective courses of action.
- Communicate effectively, both verbally and in written formats.
- Motivate and evaluate staff and provide for their training and development
- Develop and implement work standards.
- Prepare and concise records, reports and other written materials.
- Exercise independent judgment and initiative within established guidelines.
- Positively and constructively interact with water treatment operators and others encountered in the course of the work.
- Establish and prioritize action items and multitask effectively.
- Use creative thought to problem solve including the use of new and innovative technologies and techniques.
- Participate in groups and committees that affect District operations, policies and procedures.
- Use Microsoft Outlook including accessing forms within public folders, send and receive email and use the calendar and scheduling functions effectively.
- Properly and safely operate a variety of light-, medium- and heavy-duty construction equipment.
- Perform all related tasks with advanced journey-level skill.
- Inspect, operate, diagnose problems, and perform preventive maintenance and repair work including on Water Filtration Treatment Plant and equipment.
- Compile, evaluate, and analyze operational data and perform appropriate actions.
- Independently perform the most complex, skilled, and responsible aspects of water production and treatment work.
- Determine work methods and materials for assigned jobs.
- Make mathematical calculations accurately.
- Maintain accurate statistical records.
- Read and interpret a variety of As Built drawings, maps, blueprints, ArcGIS results, charts and gauges.
- Perform skilled responsible water system maintenance duties at an advanced journey level.
- Perform heavy physical labor.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.
- Work under emergency conditions, day or night, and be willing to work when called any time during a 24-hour period.

Minimum Qualifications

A candidate's qualification for the role is determined through a combination of the candidate's education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position. However, all candidates must meet each of the following minimum qualifications, except where any specific qualification is described as preferred/desirable or is described as an alternative to another minimum qualification:

Education: Bachelor's degree from an accredited college or university with major course work in Chemistry, Biology, Civil Engineering or a related technical field.

And

Experience: Seven (7) years of progressively responsible experience in the operation and maintenance of water treatment plants or related equipment including at least two (2) years of lead or supervisory responsibility. Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a "two for one" basis (two years of experience for one year of education). Experience in the operation and preventative maintenance of pumps and groundwater wells is desired.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid, Grade 5 Water Treatment Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

Possession of a valid, Grade 5 Water Distribution Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; talk and hear. The incumbent is frequently required to walk and to reach with hands and arms. The employee is frequently required to sit, climb or balance and stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities

required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work involves exposure to potential harm, infectious disease and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.