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## WATER QUALITY SUPERVISOR

Department: Water Quality  
Range: 50

FLSA Status: Exempt  
Effective Date: December 4, 2014

### **General Purpose**

Under Administrative direction, Supervises, assigns, inspects and reviews work related to the Districts Water Quality Program, coordinates Federal and State mandated programs such as lead/copper; public health goals, synthetic/volatile organic chemical monitoring and prepares all required reports to ensure District compliance.

### **Essential Duties and Responsibilities**

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Plan, prioritize, assign, supervise and review the work of staff involved in water quality sampling, flushing, disinfection, implementation of the District Emergency Disinfection Plan, and de-chlorination of discharge water.
- Participates in the identification and modification of the District's Water Quality Monitoring Plan.
- Reviews laboratory test results for levels of constituents and compliance with Federal and State regulations.
- Prepares water analysis schedule in accordance with State of California, Title 22 Regulations and US EPA Regulations.
- Prepare annual Consumers Confidence Report (CCR)
- Responds to customer water quality complaints or concerns; explains water quality monitoring programs.
- Keeps current on changes in both Federal and State regulations and procedures relating to water quality.
- Maintain records of treatment plant and distribution water quality, laboratory analyses, regulatory compliance reports and customer complaints.
- Operate a District vehicle
- Respond to emergency situations to maintain and monitor water quality.

- Develop and maintain good working relationship with the State Water Resources Control Board-Division of Drinking Water.

## **Qualifications**

### **Knowledge of:**

- California Code of Regulations, Title 22
- District Personnel Policies & Practices Manual
- Principles and procedures of record keeping and filing
- Principles and practices of Supervision, training and performance evaluation
- Microbiological quality control
- Backflow prevention and cross connection controls
- Office procedures including computers and applicable software applications such as word processing, spreadsheets and databases.

### **Ability To:**

- Maintain the District's water quality monitoring and sampling schedule.
- Make independent decisions when dealing with water quality problems
- Organize, schedule, implement, direct and monitor operations and activities related to water quality and sampling.
- Read, interpret, and apply Federal and State water quality regulations to ensure compliance.
- Supervise, train and evaluate assigned staff.
- Operate a District vehicle observing legal and defensive driving practices.

## **Minimum 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:

### **Education:**

Graduation from an accredited College with a Bachelor's of Science degree in Sanitary Engineering, Chemistry, Microbiology, Engineering or the equivalent and a minimum of one (1) year experience with regulatory compliance responsibilities, Water Treatment, sample collection and/or laboratory analyses.

## **Experience:**

Four (4) years of progressively responsible experience in water quality regulatory compliance, Laboratory analysis, management and/or administrative capacity of a Water Quality Department. Related education may be substituted for experience on a year to year basis.

## **Necessary Special Requirements**

Must possess an appropriate valid, Class "C" Driver's license issue by the California Department of Motor Vehicles, and a good driving record. The ability to obtain a State of California, Water Treatment T-2 Certificate within one year issue by State Water Resources Control Board – Division of Drinking Water.

## **Physical Tasks and Environmental Conditions**

The physical demands described below are representative of those that must met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent regularly required standing; using hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and/or certificate, whichever may be appropriate or both.

**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.**

