



CITY OF CHINO

Assistant Water Utilities Supervisor

Definition:

Under limited supervision, supervises the operation, installation, construction, and maintenance of water facilities; supervises City water production, transmission and distribution, pumping, and equipment maintenance operations; and, performs related work as assigned.

Class Characteristics:

The Assistant Water Utilities Supervisor performs increasingly responsible work under limited supervision and exercise independent judgment in carrying out assigned responsibilities. This position may be recognized as Chief Operator or Shift Operator by the California State Water Resources Control Board Division of Drinking Water, in recognition of the individual's certifications, knowledge of the City's water systems, and skills.

Essential Functions:

- Supervise, inspect, and participate in the work of those engaged in the installation, maintenance, operation, testing and repair of water mains, fire hydrants, domestic and recycled water services, back flow devices, water meters, booster pumping stations, water distribution system, Supervisory Control and Data Acquisition (SCADA) telemetry system, water treatment facilities, and other water facilities and equipment.
- Assist with the collection of samples for bacteriological, chemical, general physical analysis, gross alpha tests, and other water quality samples, and test as required.
- Supervise and assist with directing the work of staff responsible for a wide range of emergency repair work.
- Advise and assign crews to perform regular maintenance work on City facilities; inspect and review work performed; maintain and update records of maintenance and construction work performed.
- Attend meetings with developers, regulatory agencies, and water resource agencies.
- May review plans of proposed development to ensure compliance with City standards, ordinances, policies, and regulations; discuss development plans with engineering staff and inspectors.
- Train and evaluate employees; take necessary disciplinary actions; assist in selection of staff; and, inspect time-cards for proper allocation of time.
- Answer emergency calls from the public and other agencies taking appropriate action.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Administer service/vendor services contracts.
- Assist with preparing and administering annual operating budget.

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- May serve as designated back-up to the Water Utilities Supervisor in the event of his/her absence.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- College degree in public works, construction, engineering, public administration or a related field (desirable).
- Possess a valid SWRCB-DDW certificate from the State Water Resources Control Board Division of Drinking Water, Grade D-4 (required). Have the ability to obtain Grade D-5 within two (2) years from date of appointment.
- Possess a valid SWRCB-DDW certificate from the State Water Resources Control Board Division of Drinking Water, Grade T-2 (or higher grade required). Have the ability to obtain Grade T-3 within two (2) years from date of appointment.
- Possess a valid Cross-Connection Specialist Certification from an appropriate agency (desirable).
- Possess a Sewer Collection System certificate from the California Water Environment Association (desirable).
- Certificate in Water Science or Water Technology (desirable).

Experience:

- Four years of increasingly responsible experience in water distribution and/or production, water facility maintenance, construction, and installation, public works maintenance, or a related field, and
- A minimum of three (3) years at a supervisory level overseeing maintenance staff. A bachelor's degree as noted above may be substituted for one year of supervisory level experience.
- A minimum of two (2) years of experience leading a field crew.

Knowledge of:

- Equipment operation, techniques, and methods used in water utility maintenance, repair, and installation of related facilities and appurtenances.
- Proper methods of collecting and preserving domestic water samples.

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- Mathematical principles as applied to water systems.
- Record keeping, budgeting, and purchasing procedures.
- Pertinent laws, codes, safety orders, and safe work practices.
- Data processing systems/applications in a public agency.
- Principles, practices, and techniques of supervision, training, evaluation, and discipline.
- Supervisory Control and Data Acquisition (SCADA) telemetry systems.
- Water treatment facilities; GAC and Ion-exchanges systems.
- Practices common to public works administration, including working with vendors and contractors.
- Data collection and analysis techniques.

Ability to:

- Assist with oversight of various projects, schedule work, set priorities, and monitor work progress.
- Research, prepare, and present reports on a variety of subjects.
- Plan, assign, and inspect the work of subordinates.
- Maintain accurate records.
- Prepare a variety of reports.
- Produce completed staff work within established deadlines.
- Operate programs within allocated budget funds.
- Make decisions regarding operational and personnel functions.
- Respond to emergency and problem situations effectively.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain positive relationships with the community at-large, the City Council and other City employees.
- Understand and follow verbal and written directions.
- Assist with selection, training, supervising, and evaluating employees.
- Handle confidential matters with discretion.
- Understand, support, explain and apply rules, regulations, laws, policies, and procedures.
- Communicate effectively with City staff, a variety of personnel, and outside agencies, and establish/maintain effective working relationships.
- Handle challenging situations to the point of resolution.
- Use and care for a variety of tools, materials, and equipment common to repair and maintenance of water systems.
- Read and interpret blueprints, building and construction plans, and specifications.
- Allocate equipment, materials, and personnel in a cost-effective manner.
- Prepare cost estimates for time, materials, and equipment.
- Navigate through a Supervisory Control and Data Acquisition (SCADA) telemetry system, to monitor and operate water treatment facilities and other water facilities and equipment.

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- Take meter readings.

Special Requirements:

- Possession of or ability to obtain CPR, First Aid, Confined Space, and Forklift certificates.
- Have the ability to participate in a 24 hour per day, 7 days per week emergency on-call program.
- Have the ability report to the workplace or field outside of normal working shift hours for emergency call-outs or specially scheduled work as needed.
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile

Category II Moderate Physical Effort - Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

Characteristics: Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision, and restraint of juveniles, etc.

Position Requirements:

- Moderate Lifting
Lifting 50 lbs. maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 25 lbs.
- Climbing
Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching
Reaching above the shoulders to place and/or retrieve objects.
- Walking
Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)

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Standing

Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)

- Sitting

Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)

- Agility

Ability to move quickly and easily, often including the ability to crawl, stoop or bend.

- Distant Vision (Acceptable for Driving)

Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

- Temperatures

Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.

- Fumes

Potential inhalation or contact with smoke, vapors, dust or gases.

- Work Environment - Outdoors

Ability to work outdoors in all types of weather conditions.

- Work Environment - Moving Objects

Ability to work around moving objects, machinery or vehicles.

- Work Environment - Surfaces

Ability to walk on slippery or uneven surfaces.

Employee Unit:

Unrepresented Management

Revised: 03/02/20

Replacing: 10/05/18