



CITY OF CHINO

Water Utilities Supervisor

Definition:

Under limited supervision, supervises the installation, construction, and maintenance of water facilities; supervises City water production, transmission and distribution, pumping, and equipment maintenance operations; provides responsible and highly technical staff assistance to the Water and Environmental Manager; and performs related work as assigned. Assigned work may include supervision of City personnel and contract services tasked with the operation, maintenance and repair of sanitary sewer and storm drain systems.

Class Characteristics:

The Water Utilities Supervisor may receive a designation of “Chief Operator” or “Shift Operator” from the California Department of Health Services in recognition of his/her certifications, knowledge of the City’s water systems, and skills.

Essential Functions:

- Supervise, inspect, and may participate in the work of those engaged in the installation, maintenance, and repair of water mains, fire hydrants, domestic water services, water meters, booster pumping stations, and other water facilities and equipment.
- Assign, advise, and may assist crews in the operation of the City's water distribution system, telemetry system, pumping, and equipment maintenance.
- Assign, advise, and may assist in the work of staff engaged in meter installation, maintenance and repair, and water service maintenance and repair; inspect the work of staff in the field; and, take water samples to ensure water quality.
- Supervise and direct the work of staff responsible for skilled testing and repair of meters, backflow devices, and other related appurtenances, and performing a wide range of emergency repair work.
- Assign crews to perform regular maintenance work on City potable water, recycled water, sanitary sewer and storm drain facilities; inspect and review work performed; maintain and update records of maintenance and construction work performed.
- May review plans of proposed development to ensure compliance with City ordinances, policies, and regulations; and 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.
- Attend meetings with developers, regulatory agencies, and water resource agencies.
- Perform highly technical work pertaining to the review of utility plans and the evaluation of the water systems, sanitary sewer system, and storm drain system.

Water Utilities Supervisor

- Prepare and administer annual operating budget.
- Administer service/vendor supplier contracts.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- 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 his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Experience:

- A minimum of five years of increasingly responsible experience in water production and distribution, water facility maintenance, construction, and installation, including
- Two years experience in a lead capacity.

Considerable 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.
- Mathematical principles as applied to water systems.
- Record keeping, budgeting, and purchasing procedures.
- Pertinent laws, codes, safety orders, and safe work practices.

Working knowledge of:

- Data processing systems/applications in a public agency.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Plan, assign, and inspect the work of subordinates.
- Prepare a variety of reports and maintain accurate records.
- Analyze data and information and draw logical conclusions.
- Operate programs within allocated amounts.
- Make decisions regarding operational and personnel functions.

Water Utilities Supervisor

- Respond to emergency and problem situations in an effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand and follow verbal and written directions.
- Select, train, supervise, and evaluate employees.
- Understand, explain, and apply rules, regulations, legislation, policies, and procedures.
- Interpret and apply rules, regulations, legislation, and policies.
- Communicate effectively with City staff, a variety of personnel, and outside agencies, and establish/maintain effective working relationships.
- Deal constructively with conflict and develop effective resolutions.
- Use and care for a variety of tools, materials, and equipment common to repair and maintenance of water systems.
- Read and interpret blueprints and building plans.
- Allocate equipment, materials, and personnel in a cost effective manner.
- Prepare cost estimates for time, materials, and equipment.
- Take meter readings and water samples.

Special Requirements:

- Possess a valid Grade D5 Water Distribution certificate from the California Department of Health Services.
- Possess a valid Grade T4 Water Treatment Plan Operator certificate from the California Department of Health Services.
- Possess a valid Cross-Connection Specialist certificate from the American Water Works Association.
- Possess a Sewer Collection System certificate from the California Water Environment Association (*highly desirable*).
- Be available for 24-hour emergency call outs.
- 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; 1, 3, 4, 5, 7, 6, 8, 12, 13, 15, 18, 19, 20.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 03/27/17

Replacing Water Utilities Supervisor classification specification dated 10/31/06.