

**CITY OF SOLVANG  
JOB DESCRIPTION  
WATER SUPERVISOR**

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

**DEFINITION**

Under general direction of the Director of Public Works coordinate, lead, perform, supervise and direct the work of the Water Division. Work with employees engaged in the construction, operation, maintenance and repair of the City's water treatment facilities, and water supply/distribution system and associated facilities; Perform skilled and semi-skilled duties engaged in the construction, operation, maintenance and repair of the City's water treatment facilities, and water supply/distribution system and associated facilities. Perform work on a variety of public works facilities and projects. This level is expected to train less experienced staff.

**LICENSE REQUIREMENTS**

Possession of a California Grade D3 Distribution System Operator Certification;  
Possession of a valid California Grade T2 Water Treatment Operator Certification;  
Possession of a valid California driver's license.

**EXAMPLES OF ESSENTIAL DUTIES**

Essential duties may include, but are not limited to, the following:

- Supervise, plan, prioritize, assign and coordinate the work involved in the operation, construction, maintenance and repair of the water treatment and distribution system.
- Operate the City's water treatment and distribution system in compliance with current industry standards and State and Federal Regulations.
- Regularly evaluate the operations and maintenance efforts, recommend and implement improvements, and prepare reports including State water quality reports, and annual Customer Confidence Report.
- Assist with budget preparation and controlling expenditures, assist with selection and evaluation of staff, communicate with the public, train staff, prepare data for reports.
- Maintain extensive written records, logs, worksheets and computer databases, and compile equipment readings and test results into reports.
- Utilize computer software, and operate supervisory control and data acquisition (SCADA) systems.
- Operate water treatment and distribution facilities, regularly monitor system functions through reading instruments, control panels and SCADA system, and make operational adjustments as necessary.
- Perform and interpret water quality tests and adjust disinfection equipment accordingly.
- Perform project management, construction management and inspection of water facilities projects.
- Identify labor, materials and equipment needs for construction, maintenance and repair projects.
- Operate a backhoe, concrete cutting/breaking equipment and jackhammer, and construct and repair waterlines and water facilities.

- Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.
- Make daily rounds, monitor chemical supplies, check system operation, collect water samples for testing, and install, repair and replace waterlines, pumps, motors, valves, fire hydrants, services, and meters.
- Perform concrete, masonry and carpentry work for water facilities.
- Read meters, turn meters on and off, and post notices at customer locations.
- Respond to complaints, requests and inquiries from customers and the general public.
- Utilize proper safety precautions for all work performed.
- Supervise and implement water conservation and backflow prevention programs.
- Wear Self Contained Breathing Apparatus (SCBA) as required for confined space entry.
- Carry a mobile phone while on standby duty, which is a 7-day, 24 hour rotating Water Division scheduled shift.
- Perform other related duties as assigned.

### **MINIMUM REQUIREMENTS**

- Meets the physical requirements necessary to safely and effectively perform required duties.
- Working knowledge of materials, methods, techniques, equipment and tools used in general public works construction and maintenance.
- Working knowledge of materials, methods, techniques, equipment and tools used in the full range of water treatment and distribution operations, construction, maintenance, and repair.
- Knowledge of electrical and mechanical systems utilized in water treatment and distribution systems.
- Knowledge of modern principles, practices and techniques of water treatment and distribution operations.
- Knowledge of safe work practices including chemical storage and handling.
- Knowledge of principles of personnel supervision, training and evaluation; and ability to supervise, train and evaluate Water Division staff.
- Knowledge of applicable Federal, State and County laws and regulations.
- Demonstrated ability to operate, maintain and repair a variety of water treatment and distribution equipment.
- Knowledge of record keeping and report preparation techniques, and ability to communicate clearly, both orally and in writing.
- Demonstrated ability to effectively operate computer software (such as Word, Excel, Outlook and SCADA software), and effectively navigate the internet.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to perform and interpret water quality tests and adjust disinfection equipment accordingly.
- Ability to respond to work site for emergencies within 30 minutes of call/notification.
- Ability to perform semi-skilled public works construction, maintenance and repair work.
- Ability to operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

**PREFERRED REQUIREMENTS**

- Two years of supervisory experience
- Experience working in a municipal government environment

**PHYSICAL DEMANDS**

The conditions herein are representative of those that must be 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.

**PHYSICAL REQUIREMENTS**

**Strength:** Heavy - exert force of 50-100 pounds occasionally, 25-50 pounds frequently, or 10-20 pounds constantly to lift, carry, push/pull or move object; Constantly stand or walk; handle, grip and grasp; Occasionally sit, bend, stoop, kneel, crouch, push/pull and twist at the waist; Frequently reach above, at and below shoulder level; Frequently extend neck upward, downward and from side to side; Frequently finger/type and operate computer keyboard, mouse and associated computing devices; Rarely crawl; Frequently climb ladders, stairs and rarely scaffolding.

**Vision:** Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.

**Communication:** Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.

**ENVIRONMENTAL CONDITIONS**

May be required to work rotating shifts and under adverse conditions such as exposure to toxic chemicals and gases, heights, and confined space; Work both indoors and outdoors; Constantly work around machinery; Occasional exposure to excessive noise and chemicals, dust, fumes, smoke gases, odors and to slippery or uneven walking surfaces; Uses a computer, drives motorized equipment/vehicles. Rare exposure to solvents, grease or oil, flames/smoke. Work both alone and with others. Work in water distribution, wastewater collection system, and water and wastewater treatment plant environments; some exposure to water, chemicals, hazardous materials, and noise; May work at heights, in confined spaces, and in inclement weather conditions.

**EDUCATION AND EXPERIENCE**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way would be: Five years of increasingly responsible experience performing water treatment and distribution operations, construction, maintenance and repair of water treatment facilities, and water supply/distribution system and associated facilities, including two years in a lead supervisory capacity. High school diploma or equivalent is required. Some college level or technical course work in water treatment and distribution operation preferred.

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date