

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** WATER SUPPLY SUPERVISOR
2. **Employment Classification:** Non-Exempt
3. **Department:** Water Supply
4. **Reports To:** Operations Manager
5. **Fundamental Objective:** Under the supervision of the Operations Manager, act as supervisory member of the water supply work crew; maintain operations, personnel and equipment to the District's standards.
6. **Level of Supervision Required:** Minimal. Direction is provided by Operations Manager, as required.
7. **Supervisory Responsibilities:** Provide direct supervision of the water supply operators.
8. **Essential Job Duties and Responsibilities:** As the Supervisor is an active, working member of a crew, all essential job duties, responsibilities, and requirements for Water Supply workers are applicable to this Supervisor position, unless otherwise stated herein.

In addition, the Supervisor's job duties and responsibilities include:

- A. Planning, assigning, and prioritizing all job duties to water supply personnel; including water production, treatment, and storage, and ensuring that jobs are done to District standards.
- B. Monitoring and controlling cost of labor, materials, and operating expenses for Water Supply Department.
- C. Making weekly inspections of all well houses, treatment facilities, boosters and water storage tanks.
- D. Meeting with Operations Manager for job reviews and planning.
- E. Ensuring that all personnel are working under safe conditions; promoting and maintaining employee safety; and ensuring compliance with all safety rules and regulations.

- F. Provides for the selection, training, professional development, and work evaluation of water supply personnel including but not limited to, discipline, evaluations, and training possible supervisors
- G. Work with Operations Manager in developing operational and capital improvement budgets for Water Supply Department.
- H. Assisting supervisors and personnel in other departments as needed.
- I. Maintaining sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
- J. Maintaining various records including, but not limited to, time records, water production, water treatment, power consumption, hydraulics data, equipment, materials, assignments, projects, accident reports, safety meetings, etc.
- K. Assisting in the administration and enforcement of all policies, including, but not limited to, Equal Employment Opportunity requirements, Employee Assistance Program, and employee performance appraisal programs, in a fair and consistent manner.
- L. Exhibiting a positive work attitude; cultivating team spirit and promoting loyalty.
- M. Performing other duties as assigned.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned to the pumping plant positions, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

Note: The Essential Function Job Description for the Water Supply Crew classifications is a part of the Essential Function Job Description of the Water Supply Supervisor, and is to be attached hereto.

9. **Skills and Abilities:**

A. **Knowledge of:**

- 1. Must have knowledge and understanding of three phase motor controls, power panels, and motors.

2. Must have knowledge and understanding of pumping and treatment plant mechanical equipment, maintenance, inspection, and troubleshooting.
3. Knowledgeable in various water disinfection and treatment methodologies.
4. Ability to read and understand various types of wiring schematics.
5. Must have reading, mathematical and written and oral language abilities in order to perform the essential functions of the job as outlined in Section Eight.

B. Ability to:

1. Operate and maintain electric well motors to pump water.
2. Operate and maintain stand-by generators to run pumping equipment.
3. Operate crane to lift valves, motors, pumps, and other appurtenances.
4. Use power tools such as air compressor, drill, saw, grinder, and air impact wrenches.
5. Monitor, repair and troubleshoot a variety of District hardware and software, including but not limited to, SCADA, HMI, PLC, IP Radio, Network Monitors, Security Camera System, Site Security Systems.
6. Safely operate and maintain assigned motor vehicle.
7. Use electric diagnostic equipment to measure currents, amps, voltages; troubleshoot, evaluate, and repair electrical equipment including three phase equipment up to 600V.
8. Use hand tools as needed.
9. Operate a telephone and two-way radio, knowledge and proper use of hand signals for equipment operation and material handling, and communicate with office personnel, co-workers, and the public.

10. **Minimum Qualifications:** an equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Minimum of three years previous experience in pumping plant operations.

Education: High School Graduate, or equivalent certification, required.

Certifications: Must possess current State of California Water Treatment Grade T3 and Water Distribution Grade D3 certifications.

Licenses: None.


Must also successfully complete physical examination and drug screen, and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

11. Physical Demands/Requirements:

The physical requirements and the physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

WATER SUPPLY SUPERVISOR
JOB DESCRIPTION REVISION APPROVAL


Department Manager Recommendation:

Signature: 
Date: 10 MAY 2016

General Manager Approval:

Signature: 
Date: 10 May 2016

Received and Recorded by Human Resources:

Signature: 
Date: 5/12/16