

CITY OF SIMI VALLEY

WATER SYSTEMS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, supervises and coordinates operations and activities related to water distribution, computer operating systems, and technology within the Waterworks Services Division; oversees operations and activities for the water treatment plant, SCADA systems, and electrical mechanical systems; coordinates assigned activities with other divisions, outside agencies, and the general public; and, provides highly responsible and complex staff assistance to the Deputy Director/Waterworks Services.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate the organization, staffing, and operational activities of the water distribution and computer operating systems, including supervisory control & data acquisition systems (SCADA), computerized maintenance management system (Hansen CMMS), geographic information system (GIS), and other software systems and technology.
2. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for systems operations.
3. Coordinate the organization, staffing, and operational activities of the reverse osmosis water treatment plant.
4. Coordinate the organization, staffing, and operational activities of the electrical and mechanical control systems.
5. Oversee and participate in the maintenance of the SCADA radio system; install and maintain SCADA electrical devices and software; design and update database and graphic computer systems.
6. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
7. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
8. Direct, coordinate and review the work plan for assigned operations; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
9. Address technical issues at preconstruction meetings; ensure district standards are enforced for SCADA, radio, security, meters, and GIS mapping.

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10. Perform the more technical and complex tasks related to the water treatment plant, water distribution systems, and related technology, including implementing changes to improve efficiency and cost effectiveness.
11. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
13. Provide staff assistance to the Deputy Director/Waterworks Services; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
14. Coordinate assigned activities with those of other divisions and outside agencies and organizations.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water distribution, computer systems and technology, water treatment, and other assigned activities.
16. Develop bid specifications for projects and the purchase of equipment.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal water distribution and treatment program.
Methods and techniques of SCADA system functions, design, and SCADA products, including IFix SCADA control systems.
Methods and techniques for the maintenance and programming of Allen Bradley products.
Methods and techniques of water distribution operating systems and GIS systems.
Read, interpret, and understand technical manuals, blueprints, drawings, and diagrams.
Interpretation and application of applicable electrical codes.
Hydraulic pressure system maintenance.
Mathematics, water science, and environmental science.
Water management.
Principles of municipal budget preparation and control.
Methods and techniques of bid specification writing for projects and equipment.
Principles of supervision, training, and performance evaluation.
State and federal OSHA requirements for mandated safety programs.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

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Supervise, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Read, interpret, and draw mechanical and electrical schematics.
Program, operate, and maintain telemetry SCADA system to control the water distribution system.
Provide technical advice on all operational matters including water pumping, storage, meter reading, reporting and customer service.
Read and interpret construction blue prints and schematics.
Prepare clear and concise operational and state reports and maintain detailed records.
Read, utilize, comprehend, and apply the National Electrical Code, California Electrical Code, and other applicable procedures to electrical installations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in water science, environmental science, or a related field.

Experience:

Four years of responsible water distribution system operations and maintenance experience, including one year of administrative and/or lead supervisory experience. Experience with water treatment and/or programmable logic controller (PLC) programing is desired.

License or Certificate:

Possession of, and ability to maintain, certification as a Grade D4 Water Distribution Operator.

Possession of, and ability to maintain, certification as a Grade T2 Water Treatment Operator.

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; travel from site to site; work with or around equipment.

Physical: Sufficient physical ability to perform moderate to heavy lifting and carrying; walking, standing and sitting for extended periods of time; repeated bending and operation of motorized vehicles and equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.