



# OPERATIONS SUPERVISOR (Production)

Job Status: Exempt  
Date Adopted: 07-2021  
Date Modified: 03-16-2023

Safety Sensitive Position

*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.*

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## **DEFINITION**

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for operating, monitoring, and maintaining the District's water production systems, facilities, and related appurtenances in compliance with state and federal requirements. Assists in developing and operating ongoing programs in water production optimization; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

## **DISTINGUISHING CHARACTERISTICS**

This is the first-line supervisor-level classification in the Water Production Department. Incumbents supervise journey-level staff and may independently perform highly technical and specialized duties at a level beyond that found at a journey level. Supervisory duties include assigning specific duties, ensuring completion and compliance with applicable standards, policies, and procedures, as well as providing technical assistance, training, writing, and conducting performance appraisals.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Operations Manager (Production).

Direct supervision is provided to Water System Operators.

## **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Assign, evaluate, and supervise the work of the Water Production Operators responsible for performing various tasks associated with the operation of the District's extensive water treatment and distribution system and water quality duties; ensure completion of assigned duties for appropriate quality and timeliness.
2. Maintains records concerning operations and programs; prepares reports on operations and activities; performs the work unit's more technical and complex tasks, including identifying, planning, organizing, and scheduling the daily and long-term water production activities.
3. Write and conduct formal performance appraisals; participate in various personnel actions, including hiring, counseling, training, promotion, discipline, and termination.
4. Operates water distribution and production treatment facilities.

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### ***Essential Functions (continued):***

5. Interrelates effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.
6. Attends and participates in professional group meetings; stays abreast of new trends and innovations in water treatment and distribution; directs the incorporation of new developments into program areas, as appropriate.
7. Responds to and resolve complex and sensitive citizen inquiries and complaints.
8. Assists and participates in developing and administrating the Operations Division's annual budget.
9. Reads, understands, and ensures compliance with the CVWD Safety Manual; attends safety meetings as required; reports all accidents, violations, or infractions to supervisor.
10. Assists in administering reactive and preventative maintenance activities for the water treatment and distribution system.
11. Maintains and implements preventative maintenance programs; repairs and services plant operations machinery and equipment, including pumps, valves, motors, meters, tanks, and reservoirs.
12. Evaluates job sites and determine personnel, equipment, and material needs; requisitions needed materials and supplies; communicate with appropriate personnel regarding field conditions while work is in progress.
13. Participates in developing and implementing goals, objectives, and priorities; recommends and participates in implementing resulting policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
14. Plan, direct, oversee, and may inspect and participate with subordinate division staff and contractors in developing systems and equipment used in water production.
15. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
16. Regular attendance at the work site.

### **Marginal Functions:**

1. Participates in planning and evaluation of the activities and operations related to the construction, maintenance, and repair of DCS, SCADA, telemetry, instrumentation, motor control centers, process control systems, and numerous other types of electronic and electrical equipment and machinery associated with pumping, storage, and distribution of potable, and municipal water treatment plants.
2. Performs related duties and responsibilities as required.

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### KNOWLEDGE, SKILLS, AND ABILITIES

#### **Knowledge of:**

Practices and procedures related to the water treatment and distribution equipment and processes.  
Organizational methods are used to meet changing priorities and deadlines.  
Operational characteristics of mechanical equipment and tools.  
District service area and locations of water facilities and equipment.  
Relevant local, state, and federal laws, regulations, and guidelines.  
Principles and practices of effective leadership and employee supervision, including training and performance evaluation.  
Principles and methods of business correspondence, report writing, recordkeeping, and filing.  
Principles and practices of sound business communications.  
Safety methods and regulations pertaining to all facets of utility work.  
Modern office equipment, software programs, and computerized recordkeeping and filing methods.  
Industry mathematics and calculations.  
Water distribution hydraulics.

#### **Ability to:**

Read and interpret complex technical information and manuals.  
Schedule and plan various repair and maintenance projects.  
Supervise, assign, inspect, and evaluate the work of others.  
Communicate effectively, both verbally and in written formats.  
Motivate and evaluate staff and provide for their training and development.  
Analyze complex water distribution system maintenance problems, evaluate alternatives, recommend the most effective course of action, and implement that action.  
Develop and implement work standards.  
Prepares concise records, reports, and other written materials.  
Exercise independent judgment and initiative within established guidelines.  
Positively and constructively interact with crew members and others encountered in the course of work.  
Establish and prioritize action items and multitask effectively.  
Use creative thought to solve problems, including new and innovative technologies and techniques.  
Participate in groups and committees that affect District operations, policies, and procedures.  
Use Microsoft Outlook, including accessing forms within Public Folders, sending and receiving email, and using the calendar and scheduling functions effectively.  
Properly and safely operate various light-, medium- and heavy-duty construction equipment.  
Perform all related tasks with advanced journey-level skills.

### REQUIRED QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

| <b>Job Title</b>          | <b>Operations Supervisor (Production)</b>   |
|---------------------------|---|
| <b>Experience</b>         | <ul style="list-style-type: none"><li>• Five (5) years of progressive experience performing water production, distribution, and treatment systems operations.</li></ul> |
| <b>Education/Training</b> | <ul style="list-style-type: none"><li>• Equivalent to an Associate degree in Water Technology, Chemical or Biological Science, or a related technical field.</li></ul>  |

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### Required Qualifications (continued):

| Job Title                                     | Operations Supervisor (Production)   |
|---|--|
| <b>Required License/Certification</b>         | <ul style="list-style-type: none"><li>• Possession of a valid D4.</li><li>• Possession of a valid T2.</li></ul>  |
| <b>Desirable Degree/License/Certification</b> | <ul style="list-style-type: none"><li>• Valid D5.</li><li>• Valid T3.</li><li>• Bachelor's degree in Business Administration, Public Administration, or a related technical field.</li></ul>   |
| <b>DMV Class</b>                              | <ul style="list-style-type: none"><li>• Possession of, or ability to obtain within one (1) year of appointment, a valid California Class A Commercial driver's license with a Hazardous Materials endorsement and a satisfactory driving record.</li></ul> |

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### Environment:

Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

#### Physical:

The incumbent requires sufficient mobility to work in an office setting and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weights; operate office equipment including the use of a computer keyboard; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

#### Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive and constantly changing deadlines and interact with those encountered in the course of work, some of whom may be demanding, dissatisfied, and or upset.

#### Vision:

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

#### Hearing:

Hear in normal audio range with or without correction.