

DISTRIBUTION SUPERVISOR

Definition:

Under general supervision from the Water Treatment Superintendent, supervises the distribution system operations staff and performs a wide variety of administrative and technical duties associated with the treated water distribution system.

Distinguishing Characteristics:

This is the supervisory level in the distribution operations series. This class is distinguished from the other classes in the series by the supervisory responsibilities and the breadth of knowledge and experience required with treated water distribution systems. The incumbent works closely with Engineering, Treated Water Field Maintenance, Water Treatment Plant Operations, Water Treatment Plant Maintenance, Water Quality and Information System Services/SCADA within the agency. The position requires working outdoors in all types of weather; frequent walking, bending, climbing ladders and stooping; lifting up to 100 pounds occasionally; working near traffic and equipment; working with or near hazardous chemicals occasionally; and, entering non-permit confined spaces on a regular basis.

Examples of Duties:

- Plan, budget, schedule, supervise and assign work to subordinate distribution operations employees;
- inspect installation of and test backflow devices and conduct field surveys to verify customer compliance with cross-connection rules and regulations;
- perform the more complex and difficult tasks associated with treated water distribution systems;
- prepare and track distribution operations annual budget in conjunction with the Water Treatment Superintendent;
- prepare and submit reports and recommend corrective action pertaining to cross-connections;
- operate wells, pressure regulating and altitude stations and pump stations to maintain adequate pressure and storage levels throughout the pressure zones;
- report and log operations including test results, maintenance work performed and unusual operating conditions or results;
- coordinate normal and abnormal operating flow changes and conditions with treatment plant operations and water quality staff;
- coordinate routine and emergency distribution system repairs and other unusual conditions with Treated Water Field Division to maintain adequate distribution

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- system operations;
- inspect/check system valves, piping, pumping and flow measurement stations, run fire flow tests, take bacteriological samples and perform regulatory compliant sampling as necessary;
- determine system conditions by evaluating plant production records, meters, gauges and charts;
- operate a personal computer and other common, modern office equipment;
- utilize SCADA personal computers and laptop computers to monitor, evaluate and make control changes to maintain adequate system flows and pressures;
- prepare a variety of special reports and studies associated with distribution facilities;
- supervise, train and evaluate subordinate employees;
- review, as part of a team, all drawings, plans and specifications for new or renovated facilities as a part of improvement projects;
- represent distribution operations in any federal or state mandated programs;
- accompany regulatory agencies in regular inspections of distribution facilities;
- communicate, coordinate and interface with neighboring water agencies, districts and municipalities to utilize shared interties or facilities that supply water to both entities under normal and emergency distribution operating conditions;
- organize and conduct regular, ongoing safety program training and reviews;
- participate in the development, editing and utilization of emergency response plans;
- respond to emergency situations quickly;
- perform purchasing functions including securing quotes for materials and goods, completing electronic requisitions and routing invoices to appropriate water quality staff upon receipt of shipment.

Qualifications:

Knowledge of:

- Applicable laws, rules and regulations pertaining to cross connection control;
- AWWA standards for distribution system operation and procedures;
- EPA/CDPH laws, rules, regulations and guidelines for operating and maintaining a distribution system and for storing treated drinking water;
- operation of pump/motor sets;

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- pressure reducing valves and pilots, altitude valves, pressure relief valves and AVRVS;
- distribution systems operation, maintenance and design;
- microbiological quality control;
- emergency response plans and procedures;
- state, federal and local water quality regulations and reporting requirements;
- supervisory principles and practices;
- safe work practices and safety regulations;
- treatment plant and distribution system design;
- water utility management;
- safety and public health related to drinking water distribution;
- SCADA computers to monitor, evaluate and perform control changes to proactively correct problems or potential problems within the distribution system.

Ability to:

- Work responsibly and independently with minimal supervision;
- work unusual shifts including weekends, evenings and holidays as required;
- communicate effectively both orally and in written form;
- supervise, train, coordinate and evaluate subordinate employees;
- use with proficiency a variety of hand and power tools and equipment;
- plan, schedule and follow up on work assigned to subordinate employees;
- perform standardized water quality tests and sampling;
- recognize unusual, inefficient or dangerous operating conditions;
- interpret electrical, communication/control, piping and other diagrams and drawings;
- use a personal computer and word processing software to prepare clear and concise reports;
- identify distribution system deficiencies and develop strategies and solutions independently or as part of a team;
- respond in person, orally or in writing to customer complaints pertaining to distribution system pressures and volumes as well as basic water quality complaints or questions;
- operate a motor vehicle safely;

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- operate a forklift safely;
- analyze operations and take appropriate actions quickly in emergency situations;
- interface regularly with Information System Services/SCADA, Customer Service, Technical Services-Engineering, Treated Water Field Services, Water Quality, Treatment Plant Maintenance and Water Treatment Plant Operations personnel to perform duties related to the operation, maintenance and repair of the distribution systems.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge and abilities listed above. These would normally be acquired by completion of high school and specialized training in water distribution plus four years of increasingly responsible and independent operation and maintenance of a treated water distribution system or an equivalent combination of education, training and experience.

License/Certificates:

Must possess a valid California driver's license with an acceptable driving record. Must possess and maintain a Grade 5 California Certificate in Water Transmission and Distribution or be able to obtain a Grade 5 certificate within two years of appointment to the position. Must possess and maintain a Cross Connection Specialist Certification from AWWA.