

North Marin Water District

TREATMENT AND DISTRIBUTION SUPERVISOR

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general direction from the Operations/Maintenance Superintendent, plans organizes, supervises and participates in the operation and maintenance of the District's water and wastewater treatment plants, aqueduct control, pumping plants and storage facilities; and other water quality related operations as assigned.

DISTINGUISHING CHARACTERISTICS

The **Treatment and Distribution Supervisor** supervises overall operation of all waterworks facilities required to treat, pump, store and distribute potable water; treat and discharge wastewater; and to ensure that drinking water produced and wastewater treated is of the quality necessary to meet regulatory requirements (including Stafford Water Treatment Plant, the Point Reyes Water Treatment Plant and for the wastewater treatment operations at Oceana Marin) and within the quantity standards established to meet District requirements This position also supervises lake and watershed activities including the control and treatment of algae in Stafford Lake.

SUPERVISION RECEIVED

General direction is received from the Operations/Maintenance Superintendent working with the Water Quality Supervisor and state regulatory agencies, including, but not limited to, the CA Department of Public Health and the CA Regional Water Quality Control Boards.

ESSENTIAL DUTIES (include but are not limited to the following):

Supervises treatment plant and distribution system operations including daily production and Distribution Control and Monitoring System (SCADA); monitors, evaluates and modifies procedures to insure optimum performance and efficiency, and participates in the treatment and distribution operation as required. Ensures compliance with OSHA regulations and District safe work practices, including maintaining required records and reports. Prepares monthly compliance records and reports for submittal to DHS and other technical reports. Provides and coordinates staff training; works to correct staff deficiencies; conducts performance reviews and implements disciplinary procedures as necessary. The duties require considerable contact and coordination with District's Water Quality, Engineering and Operations/Maintenance staff.

Approved	CD
Date	6/5/2008

OTHER DUTIES

Performs various general and administrative supervisory functions, including: developing operator work schedules and optimizes same in relation to Stafford Water Treatment Plant shift requirements, West Marin Treatment Plant operating requirements, and other work assignments and priorities; plans and carries out treatment and other water quality improvement studies; determines needs and maintains inventories of chemicals, spare parts, and other supplies; works with Operations/Maintenance Superintendent in the preparation of budget and provides input on facilities improvement projects, and recommendations for plant equipment; keeps current of regulations, industry trends and attends technical meetings and training seminars; provides public tours of facilities.

Provides supervision of and/or assigns staff to perform related water quality activities including source/watershed monitoring/maintenance, lake treatment for algae, and dam monitoring, and tank cleaning activities. Acts as field supervisor for, provides technical input to, and/or participates in, the correction of water quality emergencies or problems.

Is on call at all times and takes District vehicle home for immediate response to after-hours treatment, distribution or other water quality problems or emergencies.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Sufficient experience and education to successfully perform the duties of **Treatment and Distribution Supervisor**. A typical way of obtaining the required qualification is to possess Bachelor's Degree in chemistry, biology or closely-related field or a high school diploma (or the equivalent) supplemented with relevant specialized training in water treatment and/or distribution operations and five years experience, including one year in a position of major responsibility equivalent to Senior Water Treatment Plant Operator, Water Quality Supervisor or Distribution/Collection System Operator, in the operation of water or wastewater facilities.

Knowledge/Skill/Ability

Knowledge of: the principles, methods materials and equipment used in water and wastewater treatment and distribution systems; water and sewage sampling techniques; treatment and safety practices required for the use of various treatment chemicals including, but not limited to, gaseous chlorine both as a final water disinfectant and in the production of chlorine dioxide; the mechanical and chemical operating requirements of conventional filter plants; mechanical and plumbing practices required for repairs or revisions to water treatment equipment including, but not limited to, chemical metering pumps and injectors.

Skill to: strong supervisory skills and skills with demonstrated abilities using personal computer spreadsheet and database software.

Ability to: work effectively and courteously with other people including subordinates participating on shift schedules as well as people in other District departments; learn and willingness to try new techniques and procedures; maintain accurate records and write reports; supervise as well as train others in water treatment and distribution techniques; work with the Operations Superintendent in maintaining and improving computer generated reports from such programs as Microsoft Excel and Word.

License/Certificate

Possession of a valid California Class C driver's license.

Possession of a California Department of Public Health Grade T3 Water Treatment Operator Certificate and ability to obtain a T4 Certificate within two years of appointment to the position.

Ability to obtain a California Department of Public Health Grade D5 Water Distribution Operator Certificate within three years of appointment to position.

Pesticide Applicator certification required as well as Hazwoper first responder training.

Acquire and maintain CPR and First Aid certification.

Pass pulmonary function medical test and SCBA Respirator Fit Test.

RESIDENCY

Residency within 10 miles of the District's Service Area within 24 months following initial employment / appointment is required for this position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing a dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment. Ability to drive an automatic or manual transmission four-wheel drive vehicle on dirt roads in varying weather and road conditions.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

7/08