

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 (O/M) Superintendent, plans, organizes, supervises and participates in the operation and maintenance of the District's water and wastewater treatment plants, recycled water, aqueduct control, pumping stations, storage facilities, and groundwater wells; and other water quality and regulatory related operations as assigned.

DISTINGUISHING CHARACTERISTICS

The **Treatment and Distribution Supervisor** is the chief operator for the District's potable treatment plants and distribution systems, supervises overall operation of all waterworks facilities required to treat, pump, store and distribute potable water; treat and discharge wastewater; estimate production and oversee recycled water distribution. 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 O/M Superintendent; while the position will work closely with the Water Quality Supervisor, Maintenance Supervisor, Engineering Department, Construction Department and state regulatory agencies, including, but not limited to, the, CA State Water Resources Control Board, and the CA Regional Water Quality Control Boards (Regions 1 and 2).

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

Overseeing the treatment and distribution Supervisory Control and Data Acquisition (SCADA) systems. Monitors, evaluates and modifies procedures to ensure optimum performance and efficiency and participates in the treatment and distribution operations as required. Responsible for and ensures compliance with OSHA, EPA and Marin County Health regulations and District safe work practices, including maintaining required records and reports. Prepares monthly compliance records and reports for submittal to Water Boards and other technical reports. Provides and coordinates staff training; works to correct staff deficiencies; prepares and conducts performance reviews and implements disciplinary procedures as necessary for all levels of operators. Responds for plant and related District emergencies; establishes Incident Command and may assume role of Incident Base Commander or other role as required for the emergency; provides support to the Emergency Operations Team as assigned.

OTHER DUTIES

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 O/M 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, tank leaning activities. Acts as field supervisor for, provides technical input to, and/or participates in, the correction of water quality emergencies or problems. Performs other related duties and responsibilities as assigned.

Acts as the primary contact person for all District activities involving the distribution system modified operating condition needs for potable water, recycled water and waste water needs.

As a first responder to critical facilities and system failures at all times the incumbent is entitled to take a District vehicle home for immediate response to after-hours treatment, distribution or other water quality problems or emergencies.

QUALIFICATIONS

Education/Experience

Minimum Qualifications- Possession of a high school diploma (or the equivalent) supplemented with relevant specialized Operator 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.

Desired Qualifications- Possess Bachelor's Degree or Master's Degree in chemistry, biology or closely-related field with 5 years of senior level responsibilities in Distribution and or Treatment plant operations and supervisory experience.

Knowledge/Skill/Ability

Knowledge of: Principles, methods materials and equipment used as well as Federal, State and local rules and regulations for 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. Operation of a supervisory control and data accusation program along with the principals of asset management. Utilize automated or computer-based work management systems, or other electronic or computer systems and applications, in the course of the day to day work.

Skill to: Maintain strong supervisory skills with demonstrated abilities using personal computer spreadsheet and database software. Maintain accurate records and write reports; supervise as well as train others in water treatment and distribution operations and maintenance techniques. Delegate and distribute workload to all operations staff.

Ability to: Work effectively and courteously with other people including subordinates participating on shift schedules as well as people in other District departments and customers; learn and willingness to try new techniques and procedures; work with the O/M Superintendent in maintaining and improving computer generated reports from such programs as Microsoft Excel and Word. Must possess the physical characteristics to perform the critical and important duties of the class. Must be willing and able to work outdoors in a variety of weather conditions and work overtime as needed. May be required to work on nights, weekends, and holidays. Must be willing to work with and around hazardous chemicals. May be required to be clean shaven as required to wear respiratory protection equipment. Must be willing to work where poison oak, animals and insects may be hazards.

License/Certificate

Possession of a valid California Class C driver’s license and have a satisfactory driving record.

Possession of a California State Water Resources Control Board (SWRCB) Grade T3 Water Treatment Operator Certificate and ability to obtain a T4 Certificate within six months of appointment to the position.

Possession of a California State Water Resource Control Board (SWRCB) Grade D4 Distribution Operator Certification and ability to obtain a California SWRCB Grade D5 Water Distribution Operator Certificate within six months of appointment to position.

OSHA Hazardous Waste Operations and Emergency Response Training (Hazwoper) first responder training within one year of appointment to the position

Acquire and maintain CPR and First Aid certification within 12 months from time of appointment.

Pass pulmonary function medical test and SCBA Respirator Fit Test annually.

RESIDENCY


Residency within 30 miles of the District’s Service Area within 24 months following initial employment/appointment is highly desired 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."

Approved	
Date	4-26-24