



Water Quality Supervisor

Department/Division:	Operations/Water Quality
Reports To:	Director of Operations
Provides Direction To:	Water Quality Division
FLSA Exemption Status:	Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, supervises, assigns, reviews and participates in the work of staff responsible for compliance with public drinking water regulations; ensures work quality and adherence to established policies, procedures, rules and regulations; oversees and manages assigned programs; and other duties, as assigned.

DISTINGUISHING CHARACTERISTICS

The Water Quality Supervisor is a discrete, supervisory level classification responsible for directing, overseeing and participating in work related to compliance with applicable water quality regulations. The Water Quality Supervisor is distinguished from the Water Quality Specialist in that the Water Quality Supervisor performs the full range of supervisory duties for assigned staff.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Coordinates Federal and State mandated programs such as lead/copper; public health goals, synthetic/volatile organic chemical monitoring and prepares all required reports to ensure District compliance.
- Plans, prioritize, assign, supervises, reviews and participates in the work of staff responsible for compliance with public drinking water regulations, water quality, sampling, flushing, and disinfection.
- Writes and conducts formal performance appraisals; participates in a variety of personnel actions, including hiring, counseling, training, promotion, discipline, and termination.
- Develops and manages database structures and features.
- Establishes schedules and methods for providing water quality services; identifies resource needs and allocates resources.
- Establish, modify and implement the District's Water Quality Monitoring Plan; ensures drinking water compliance requirements are met.

- Oversees and manages assigned programs, including the Flushing Program, Commercial Fire Service and Hydrant Meter Account Management Program, Backflow/Cross Connection Control Program and testing of backflow prevention assemblies.
- Participates in the preparation and administration of the water quality budget; submits budget recommendations; monitors expenditures.
- Performs statistical review and analysis of field data and laboratory tests results.
- Monitors and arranges for the purchase of supplies and maintains equipment.
- Implements the District Emergency Disinfection Plan, and de-chlorination of discharge water.
- Prepares water analysis schedule in accordance with State of California, Title 22 Regulations and US EPA Regulations.
- Prepares annual Consumers Confidence Report (CCR) and other required regulatory reports.
- Investigates and responds to customer water quality complaints or concerns; explains water quality monitoring programs.
- Responds to emergency situations to maintain and monitor water quality.
- Monitors and keeps current on developments in Federal and State regulations, and techniques and procedures relating to water quality; advises the District on potential impacts, and prepares for applicable changes.
- Participates in distribution and sampling as needed; conducts sampling for Engineering and Distribution shutdowns; prepares chain of custody forms and sample kits.
- Manages and maintains Certified United Program Agencies (CUPA) compliance.
- Maintains records of treatment plant and distribution water quality, laboratory analyses, regulatory compliance reports and customer complaints.
- Develops and maintain good working relationship with regulatory agencies.
- Participates in District Safety Meetings and Safety Training.

QUALIFICATIONS GUIDELINES

Knowledge of:

- California Code of Regulations, Title 17 and Title 22.
- District Personnel Policies & Practices Manual.
- District Water Service Rules and Regulations.
- Principles and procedures of record keeping and filing.
- Principles and practices of supervision, training and performance evaluation.
- Microbiological quality control.
- Laboratory quality control.
- Backflow prevention and cross connection controls.
- Office procedures including computers and applicable software applications such as Microsoft Office, WaterTrax, Tokay and GIS.
- Developing and maintaining databases and associated objects such as relational tables and complex data queries.
- Developing complex spreadsheets to facilitate data analysis and reports.
- Hazardous materials and hazardous waste management.

Ability to:

- Perform database management.
- Maintain the District's water quality monitoring and sampling schedule.
- Make independent decisions when dealing with water quality problems.
- Organize, schedule, implement, direct and monitor operations and activities related to water quality and sampling.
- Read, interpret, and apply Federal and State water quality regulations to ensure compliance.
- Read, interpret and understand District permits and their amendments.
- Complete and submit amendment applications and blending plans.
- Manage compliance with Lead and Copper Sampling regulatory requirements.
- Plan and manage lead service line inventory and regulatory requirements, including lead service line replacements.
- Prepare a variety of regulatory reports.
- Manage and administer assigned budget(s).

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Bachelor of Science degree in Sanitary Engineering, Chemistry, Microbiology, Engineering or related field.

And

Experience: At least four (4) years of experience in water quality, regulatory compliance, water treatment, sample collection, laboratory analysis, and/or directly related water quality experience.

Licenses, Certificates; Special Requirements:

Possession of SWRCB Certification issued for Grade II Water Treatment Operator.

Possession of SWRCB Certification issued for Grade II Water Distribution Systems Operator.

Possession of a Cross Connection Control Program Specialist's Certificate, issued by the American Water Works Association or ability to acquire within 12 months.

PHYSICAL AND MENTAL DEMANDS

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

While performing the duties of this classification, an incumbent is frequently required to stand; use hands and fingers to handle, or feel and grasp. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one hundred

(100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.