



## WATER QUALITY SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under direction, directs, coordinates, and supervises the activities related to ensuring that the City's water system complies with current and future Department of Health Services regulations regarding water quality, performs field, office and technical work and supervises maintenance workers, consultants, and contractors in duties related to water quality and meters; outlines, assigns, and determines work projects; ensures safe work practices; acts as the Water Division Manager in his/her absence; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Water Quality Supervisor** is a supervisory class assigned to manage the water quality operations function and the daily operations of the meter shop of the Water Division in the Public Works Department. The incumbent of this single position class serves as the supervisor over all water quality and water meter related activities, including the collection of and testing of water samples. This classification is distinguished from the next higher classification of Water Division Manager in that the latter has overall responsibility for the administration and management of all water maintenance and quality operations.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Water Division Manager. Exercises direct and indirect supervision over assigned staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Supervises, inspects, and participates in the day-to-day work of crews engaged in water quality and water meter activities, including meter shop, the AMR, Meter Change-Out, and UDF Programs; outlines unusual work assignments and special projects according to general instructions; coordinates and provides liaison to contractors; inspects completed work.
- Responsible for the supervision and performance of water quality and meter duties including: The collection of water quality samples (bacteriological, Lead and Copper, turbidity, heterotrophic plate counts, etc).
- Coordinates and collaborates with the Water Division Manager, Water Operations Supervisor, lead-workers and maintenance workers to address the changing needs and priorities and meet the departmental goals; participates in the development and implementation of goals, objectives, policies, and procedures; evaluates work methods and procedures for improving Division performance and meeting goals; ensures that goals are

achieved; forecasts the needs and resources of the Water Division; assists in assessing current and long-range goals and objectives.

- Participates in the selection and training of Water Division personnel; assumes responsibility for motivating and evaluating assigned personnel; provides or arranges for necessary training; recommends discipline procedures as is appropriate.
- Provides input and participates in the development of the Water Division budget as assigned; prepares reports; monitors assigned program budgets on a weekly basis; oversees and maintains the meter inventory, maintenance and operating condition of tools, equipment and supplies; requisitions and orders needed materials, parts and equipment.
- Assists in preparing technical reports and may be requested to represent the City at San Francisco Public Utility Commission, Bay Area Water Supply & Conservation User Association (BAWSCA), and other governmental agency meetings; prepares Water Quality, and Consumer Confidence reports.
- Implements water quality programs included in the City's Urban Water Management Plan and makes recommendations on such requirements; ensures all Federal, State and local laws, rules, regulations and guidelines on sampling, testing and record keeping are met.
- Manages the water conservation program including arranging commercial and residential water audits and implementing other Best Management Practices (BMP).
- Prepare contracts for the services of outside contractors and inspects their work; coordinates and inspects the work of a variety of contractors related to water quality projects.
- Collects water samples from the distribution system and performs tests for chlorine residuals, pH, turbidity, temperature, and other tests as required to maintain State and Federal water quality standards.
- Manages the Cross-Connection Control Program, including conducting Sanitary Surveys; along with quality analyses to evaluate the adequacy of protection of the distribution system water supply.
- Produces operational reports from data collected through field meter and gauge readings and from laboratory analyses.
- Requisitions and controls inventories for supplies and equipment; obtains quotations for water quality projects and equipment and prepares purchasing documentation
- Directs special investigations in water process control.
- Answers inquiries from the public, records and tracks water quality complaints.
- May propose possible capital improvements related to water quality and coordinates with the Engineering Division on implementation of these projects.

- Meets and coordinates with outside agencies regarding water quality legislation and regulations. Ensures that the City meets all requirements for the Statewide Drinking Water System Discharge Permit (NPDES).
- Researches and reviews existing and proposed Federal, State and local environmental regulatory requirements pertaining to water quality.
- Manages the City groundwater well which is used for irrigation, street sweeping, construction wash down, and other non-potable uses.
- Responds to emergency calls outside normal hours as required.
- May be required to work during other than normal duty hours, including evenings, weekends, and holidays.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement and fine coordination in the performance of daily duties including preparing reports using a computer keyboard. The position also requires both near and far vision when inspecting work, reading documents, and operating assigned office and/or field equipment. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools, equipment, and supplies weighing up to 50 pounds may also be required. Additionally, the position may require field work outdoors in all weather conditions, including wet, hot, and cold. The position may use chemicals and lubricants, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and biological hazards. The nature of the work may also require the incumbent to work in confined spaces; use power and noise producing tools and equipment, and drive motorized vehicles in heavy vehicle traffic conditions. The incumbent is required to respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Water Quality Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible and varied paraprofessional experience in water quality control of a water distribution system, and an Associate of Arts or Science degree in chemistry, biology, bacteriology, environmental science or a related field. A bachelor's degree from an accredited college or university in one of the above fields is highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a Department of Health Water Treatment Operator T1 certificate is required within twelve (12) months of appointment. Possession of a D2 Water Distribution Certificate issued by the Department of Health Services is required and a D3 is required within one year of appointment. Possession of a Cross-Connection Control Program Specialist Certificate is required within twenty four (24) months of appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Proper water quality sampling technology and procedures, California water rights; water quality treatment and technology; treatment processes (including chloramination); quality control and quality assurance principles and practices; general principles and practices of modern chemistry, bacteriology and microbiology as applied to water treatment and analysis; water quality regulations and laws (i.e., Safe Drinking Water Act, Clean Water Act, Porter Cologne Act, Title 17, Title 22 and NPDES requirements); computer systems and software applications related to water quality, such as Word, Excel, and Access and relational databases, email, and the Internet; water quality instrumentation and equipment, treatment processes control systems; general principles and procedures of water treatment and distribution; general principles and practices of cross-connection control; analytical laboratory procedures; mathematics as used to analyze test results and to perform a variety of analysis in water treatment; methods and techniques of scheduling work assignments; modern office procedures, practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation; proper English, spelling, and grammar; occupational hazards and standard safety practices (including S.B. 198 safety compliance standards).

**Ability to:**

Supervise and direct the assigned water quality maintenance operations and activities of the Water Division in the Public Works Department; make routine chemical analysis, perform basic laboratory procedures and handle chemicals common to the field of Water Quality; methods and techniques for the operation of analytical equipment and instrumentation, analyze complex data and reports and correspondence; track water quality information in a computer database and produce reports to management establish water sampling operations and procedures; review specifications for water quality equipment; conduct field sampling and analysis; coordinate and participate in the collection, interpretation and evaluation of water quality data; keep detailed records accurately and neatly; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; analyze situations accurately and adopt an effective course of action; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer; input work order data in the database correctly; perform simple laboratory procedures; operate analytical equipment efficiently; safely and effectively operate a variety of maintenance equipment, tools, and materials.

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