



**Hidden Valley Lake Community Services District**  
**UTILITY SUPERVISOR**  
**JOB DESCRIPTION**

	<b>Salary Range</b>				
Reports to: General Manager	<b>UTILITY SUPERVISOR</b>				
Status: Exempt	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
Effective Date: July 1, 2018	\$ 36.85	\$ 38.70	\$ 40.63	\$ 42.66	\$ 44.96

**Definition/Summary**

Supervises and oversees the operations, maintenance and day-to-day activities of the District’s water production, transmission, and storage facilities; responsible for the operation and maintenance of the District’s water treatment facility, distribution system, and water quality. Supervises and oversees the operations, maintenance and day-to-day activities of the District’s wastewater collection, treatment, and reclamation storage and distribution systems. Schedules maintenance and directs the activities of field staff; performs a variety of technical and administrative support functions including: Mandated reports, Federal, State and County reporting requirements, site inspections, and verification of code compliance.

**Essential Functions**

- Supervise, train, direct, plan, schedule, and assign the work of field personnel;
- Coordinate and set priorities for operation and maintenance of water and wastewater systems; establish standard operating procedures to provide water of high quality, adequate quantity and pressure; establishes standard operating procedures to provide high quality wastewater treatment services and tertiary recycled water storage and distribution;
- Maintain records; prepare State and County water quality and wastewater reports;
- Facilitates effective communication amongst field operations staff and between field staff and administrative staff;
- Ensure a safe work environment, coordinate training in safe work techniques and policies, investigate and complete incident reports and near-misses;
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for water, wastewater and recycled water projects;
- Inspect and evaluate work in progress and completed work;
- Resolve complaints from the public regarding maintenance work, projects, and/or staff activities;

- Enforce District personnel policies and procedures;
- Assist in planning and design of system modifications;
- Maintain inventory of parts and supplies;
- Recommend and justify capital purchases, assist with the review of Capital Improvement projects, gather and prepare cost estimates and scope of work for contractors and vendors for the maintenance, repair and upgrade of District facilities and serve as contact with contractors and consultants;
- Assist with budget preparation and monitoring;
- Monitor and evaluate work performed by staff and contractors;
- Conduct field operations staff and safety meetings and participate in management meetings;
- Supervise development and implementation of other procedures and programs (e.g. safety, maintenance schedule, emergency response, FEMA training, process control, purchasing, training, SCADA system, and inventory control);
- Oversee the maintenance of District vehicles and equipment;
- Administer District On-Call Program in cooperation with the Utility Technician (Tech) and Utility Operators (I & II);
- Respond to District after-hour emergencies as appropriate;
- Prepare a monthly field operations report to the Board of Directors;

### **Other Duties**

Perform other related duties as required.

### **Job Standards/Specifications**

*Knowledge of:*

- Principles of supervision, training and performance evaluation, District policies, rules, regulations, procedures and the development and implementation of Standard Operating Procedures (SOP's);
- Public relations courtesies and effective customer service;
- Federal, State and local laws, ordinances, codes and regulations regarding: Water treatment, storage, distribution and quality; wastewater collection treatment, disposal; and recycled water storage, distribution and usage;
- Occupational hazards and standby safety precautions prevalent in the water, wastewater and recycled water industry and how to mitigate such hazards;
- The principles and practices of budget development and monitoring;
- Materials, methods, practices and equipment used in maintenance of water, wastewater,

and recycled water electronics, SCADA, pumps, and valves.

*Ability to:*

Perform a variety of skilled maintenance, repair, and operations work related to the pumping, treatment, storage and distribution of water; the collection and treatment of wastewater; the storage and distribution of recycled water; the ability to define problems, collect data, establish facts and draw valid conclusions; take water and wastewater samples; perform basic laboratory tests; maintain written logs and records; train staff; establish and maintain cooperative working relationships; formulate and communicate instructions, draft standard operating procedures and procedural manuals; read and write the English language; follow written and oral instructions. Must be able to respond to after-hours emergencies within 30 minutes.

**Typical Physical Activities**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Utility Supervisor position.*

While performing the duties of this job, the employee is regularly required to talk, speak and hear, use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate for such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to taste and/or smell as indicators of industry conditions.

The employee must frequently lift and/or move up to 50 pounds. The position requires the use of close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues. (Contact lenses are not allowed when working with or near items such as chlorine gas or biological material.)

**Environmental Factors**

*The work environment characteristics described here are representative of those an employee may encounter while performing the essential duties and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

**Desirable Qualifications**

College level course work in industrial technology, management, water and wastewater system operation and design is desired. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water, wastewater and recycled water operation, preventative maintenance and safe work practices. At least one (1) year experience as a Utility Operator II for HVLCSD or equivalent and five (5) years of experience with the maintenance and operation of water treatment and distribution and/or wastewater collections and treatment is required. Knowledge of recycled water distribution and regulations is desired.

**License Certificate Registration Requirement(s)**

A high school diploma or equivalent is required. Computer literacy, including word processing and spreadsheet/database software. Knowledge of water/wastewater/recycled water operation, preventative maintenance, and safe work practices. Five (5) years' experience as an Operator II for HVLCSD or comparable position. A class "A" California driver's license (with tank endorsement) and at least three of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:

1. Water Treatment Grade II;
2. Water Distribution Grade II;
3. Wastewater Grade III;
4. Collection System Maintenance Grade III;
5. Cross-Connection Control Specialist Certification (AWWA or County Helath)

Must obtain all five certifications within 18 months of entering the position. Must maintain all certifications.

I have reviewed this Job Description with my Supervisor and agree with its contents.

---

Employee Signature

Date

---

Employer Signature

Date