



PRODUCTION SUPERVISOR

Department: Production
Range: 46

FLSA Status: Exempt
Effective Date: September 1, 2015

General Purpose

Under general direction of the Superintendent, to supervise subordinate staff in scheduling, monitoring, on the maintenance, operation, and repair of District pumps, valves, mains, services, wells, pressure regulating devices and related equipment; to inspect and adjust automatic equipment and collect production data; to maintain District reservoirs and assist in the maintenance and operation of the Water Filtration Treatment Plant, Fluidized Bed Reactor Treatment Plant, all well-head treatment facilities and other related duties as required.

Distinguishing Characteristics

The class of Production Supervisor is the working supervisor level in the Production Operator series. Supervision is received from the Operations Superintendent. Supervision is exercised over Water Production personnel including the Production Operator III, Production Operator II, Production Operator I and part time interns. Incumbents are expected to exhibit leadership qualities, to promote responsibility and accountability among all District personnel and contribute to the District's safety program.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Coordinates the organization, staffing and operation activities for assigned maintenance and operations programs; directs, coordinates and reviews the work plan for assigned maintenance and operations services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Provides supervision of staff and participates in performing daily inspection, operation and maintenance of the District's pumping equipment, production wells and boosters to ensure an adequate supply of water in reservoirs in the District water system.

- Participates in the development and implementation of goals, objectives, and priorities; recommends and participates in the implementation of resulting policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with management staff; implements improvements.
- Interrelates effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with District's goals and objectives while exercising the highest degree of confidentiality; selects, trains, motivates, and evaluates assigned personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Prepares annual budget for program area; estimate staffing, equipment and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; approves purchase requisitions.
- Participates in the interviewing and hiring of new staff; assigns and reviews work; counsels employee on performance problems and takes or recommends disciplinary action; approves time off for payroll purposes, and prepares and signs employee evaluations.
- Performs the more technical and complex tasks of the work unit and trains others to do the same.
- Operates District's SCADA system.
- Serves on a rotating shift and serves "on call" with a District cell phone after hours, weekends and holidays which fall within the assigned shift.
- Cross-trains in other department job duties.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Principles of water production, distribution and treatment procedures, equipment, materials, and tools used in the operation and maintenance of motors, engines, pumps, compressors, and other equipment.
- Methods for installing, constructing, maintaining and operating water production equipment and facilities.
- Principles of supervision, training and employee evaluation.
- Modern business letter writing and report preparation.
- Basin budget administration.
- Routine record keeping.
- Safe work practices.

Ability to:

- Operate a personal computer and related software.
- Independently perform the most complex, skilled, and responsible aspects of water production work.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Assign, review and supervise the work of subordinates.
- Represent the District effectively with outside organizations and individuals.
- Inspect, operate, diagnose problems, and perform preventative maintenance and repair work on electrical motors and engines, pumps, compressors, valves, and related equipment at an advanced journey level.
- Effectively Train staff in water service and repair work.
- Determine work methods and materials for assigned jobs.
- Maintain accurate records of work performed.
- Read and interpret a variety of charts and gauges.
- Assist in the operation of water filtration plants.
- Inspect water services and detect tampering or diversion.
- Perform heavy physical labor.
- Read and interpret laboratory test results on water samples.
- Communicate clearly and concisely.
- Understand and carry out oral and written instructions.
- Observe proper safety precautions.
- Operate a vehicle observing legal and defensive driving practices.

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:

A high school diploma or satisfactory equivalent, and

Experience:

A minimum of six (6) years of progressively responsible experience in water production and distribution system operations which includes exposure to control systems technology with a public agency water system.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid, Grade II Water Treatment Operator's Certificate, issued by the State Water Resources Control Board Division of Drinking Water.

Possession of a valid, Grade III Water Distribution Operator's Certificate, issued by the State Water Resources Control Board Division of Drinking Water.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. 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 ten (10) pounds, frequently 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.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

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.