

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: WATER QUALITY SUPERVISOR

PERSONNEL COMMISSION APPROVAL: ~~NOVEMBER 19, 2014~~ TBD

COUNCIL APPROVAL: DECEMBER 15, 2014

JOB CODE:	0056
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEO
FLSA STATUS:	EXEMPT
<u>EEOC CODE:</u>	<u>PROFESSIONALS</u>

DUTIES-JOB SUMMARY

Under general direction, oversees the water quality section of the Utilities Division of the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED ~~**DISTINGUISHING CHARACTERISTICS**~~

Reports to: Utilities Manager or as assigned by the Deputy Director of Public Works
Supervises: Water Quality Coordinator and, Water Quality ~~Technician~~ Specialists ~~Cross Connection Control Specialist~~

DISTINGUISHING CHARACTERISTICS

Differs from Water Quality Coordinator in that Water Quality Supervisor exercises supervisory authority over staff engaged in water quality activities while the Water Quality Coordinator performs journey-level compliance work to monitor water quality and serves in a lead capacity.

EXAMPLES OF ESSENTIAL DUTIES

- Plans and supervises the work of staff involved in water quality, backflow prevention and cross connection control inspection programs
- Oversees in-house water sampling, testing, and related laboratory activities; validates sample test results for reporting

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- Maintains rigorous quality control of water system sample collections
- Ensures procedures followed by staff and laboratory personnel (both in-house and contracted services) and reporting and documentation are in compliance with state and local agencies' standards
- Oversees contract with outside laboratory for water quality sampling and analysis
- Performs routine and scheduled inspection on sophisticated instrumentation and equipment used in a water quality laboratory
- Performs complex microbiological, chemical, and physical analyses of water samples as needed
- Develops, implements, and maintains water quality monitoring programs related to potable water use and consumption
- Coordinates and monitors the City's cross-connection inspection and backflow prevention control program to ensure compliance with pertinent federal and state regulations and guidelines
- Interprets complex water quality regulatory requirements and develops and maintains up-to-date procedures for compliance
- Prepares and submits water quality reports, correspondence, and statistical data to various local, state, and federal regulatory agencies
- Performs personnel administrative functions; counsels subordinates on compliance with procedures, rules and regulations; evaluates performance and assesses discipline as needed
- Collaborates with other supervisors to achieve optimal departmental and city-wide performance and outcomes
- Attends leadership, management, supervisory and professional training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Operates a vehicle in the course and scope of work
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

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:

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Knowledge of:

- Federal, state, and local laws, rules, and regulations governing residential, industrial and commercial water quality, and backflow prevention and cross-connection control programs
- Principles and practices of chemical and microbiological laboratory analysis as applied to water quality sampling in a municipal waters system environment
- Principles, practices, rules and regulations of backflow prevention and cross connection control programs
- State Water Resources Control Board regulations and reports regarding water fluoridation and chlorination
- Materials, equipment, and —tools used in water quality and backflow prevention/cross connection control programs
- Program management methods including the planning and coordination of work processes and tasks
- Principles and practices of supervision
- Administrative principles and techniques, including budgeting, purchasing and contract administration, planning, staff organization and development
- Occupational hazards and safety precautions of the required work

Ability to:

- Organize, implement and oversee water quality laboratory operations and related regulatory compliance activities
- Instruct employees in the correct methods of laboratory and field operations
- Communicate and interact effectively both verbally and in writing with managers, peers, subordinates, regulatory agencies, vendors, contractors and consumers
- Write reports, correspondence, and specifications
- Read and interpret plans, specifications, manuals and blueprints related to municipal water systems
- Ensure that safety and professional work standards are met
- Prepare and deliver training in relevant areas of water quality, backflow prevention and cross connection control
- Develop and maintain record keeping systems; prepare and administer budgets

Education: High School Diploma or equivalent certificate, supplemented by one (1) year of college level course work or specialized training in Water Utility Science, Chemistry, Biology, Environmental Management, and/or other directly related subjects. An Associate's Degree in a related field preferred. ~~water utility science, chemistry, biology,~~

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~~or environmental management or other related field.~~

Experience: Five (5) years experience in maintaining and monitoring water quality in a water distribution system, including chlorination, fluoridation, sampling, and backflow testing. and/or performing complex water quality studies including two (2) years in a lead or supervisory capacity.

Certifications/License: Possession of a valid California Class C driver license and an acceptable driving record, State of California Water Treatment Operator Grade II, Cross-Connection Control Program Specialist Certification issued by American Water Works Association (AWWA) and ~~State of California Water Distribution Operator Grade III and Water Treatment Plant Operator Certification~~ are required by time of appointment.

SPECIAL CONDITIONS

~~Employees who may regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice.~~

PUBLIC EMPLOYEE DISASTER SERVICE WORKER

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. The incumbent uses a computer keyboard and related equipment, sits, stands, walks, climbs, stoops, crouches, twists, bends, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must utilize approved safety equipment and protective gear, including but not limited to, hard hats, respirators and/or hearing protective devices. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis. The incumbent must be able to meet the physical requirements of the class and have mobility,

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balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Reasonable accommodations for an individual with a qualified disability will be considered on a case-by-case basis.

~~Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

~~**SPECIAL CONDITIONS**~~

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~~**PUBLIC EMPLOYEE DISASTER SERVICE WORKER**~~

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