

CITY OF HEMET

Class Code: 2752
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Date Adopted: 12/27/2001

WATER/WASTE WATER SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under limited supervision, plan, supervise, coordinate and participate in the operations of the water and wastewater division of the Public Works Department.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Supervise, monitor and participate in the day-to-day operations of the water/waste water work unit.

Maintain records for the Department including water quality data, daily productions and compliance records; ensure water meets state and federal health and environmental requirements; prepare recurring and ad hoc reports to state department of health services, public works and City management as required.

Assist in overseeing water/waste water projects; monitor well drilling, storage facilities and other projects; establish and monitor preventive maintenance programs; determine work assignments; monitor records of work; receive, investigate and resolve complaints and problems.

Represent the Department on various internal and external committees; attend meetings; organize and lead safety meetings; determine topics; gather training materials; maintain record of attendance and subject matter; prepare accident and incident reports.

Prepare technical and statistical reports on work activities; prepare responses to inquiries; participate in developing budget pertaining to water/waste water; determine equipment needs and estimate replacement costs.

Participate in recruitment and hiring, and schedule, assign, monitor and evaluate work of staff; provide for and/or conduct staff development; establish work methods and standards; initiate corrective and/or disciplinary action and respond to grievances and complaints according to established personnel policies and procedures.

WATER/WASTE WATER SUPERVISOR

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern water/waste water principles and practices.
Knowledge of local, state and federal regulations and requirements governing water and wastewater.
Knowledge of budget monitoring techniques and methods.
Knowledge of supervision principles and practices.
Knowledge of safe work methods, operations and applicable regulations.
Knowledge of project management principles and practices.

Skill in monitoring maintenance programs.
Skill in interpreting and applying local, state and federal laws, regulations, policies and procedures.
Skill in supervising, motivating and evaluating staff.
Skill in preparing and maintaining accurate reports and records.
Skill in communicating effectively both orally and in writing.
Skill in establishing and maintaining effective working relationships with other City employees.

MINIMUM QUALIFICATIONS

Graduation from high school and four (4) years increasingly responsible water/waste water maintenance experience, including one (1) year experience leading or coordinating the work of others, or an equivalent combination of education and experience.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

State of California class "C" driver's license.
Department of Health Services Water Treatment Certificate Grade II
Department of Health Services Water Operations Certificate Grade II
AWWA Cross Connection Control Specialist