

JOB DESCRIPTION

TITLE: Water Quality Supervisor

DIVISION: Water Quality

DEPARTMENT: Environmental Services

SRN: S 21

REPORTING RELATIONSHIP:

Reports to: Director of Environmental Services

Supervises the following: Environmental Services Specialist, Environmental Services Coordinator, Environmental Services Technician, and Environmental Services Aide staff

DEFINITION: Under general direction, plans, organizes, directs, and controls the functions of the Water Quality section. Responsible for coordinating water quality data collection and reporting and implementing water quality monitoring and reporting programs in the fields of irrigation, domestic water, sanitation and stormwater.

ESSENTIAL FUNCTIONS:

1. Supervise the work of environmental services specialist, environmental services coordinator, environmental services technician, and environmental services aide staff in the Water Quality section including planning, organizing, directing and controlling their assignments, goals, objectives and personal development.
2. Review, research and evaluate proposed water quality regulations and prepare reports for Director of Environmental Services, regulatory agencies, consultants and the public.
3. Develop, maintain and coordinate the water quality monitoring programs including implementing special studies related to water quality as assigned.
4. Attend meetings related to water quality as a district representative and prepare meeting summaries and evaluations for Director of Environmental Services.
5. Participate in professional associations, workgroups and committees working on water quality issues.
6. Perform supervisory duties including recruiting, evaluating, rewarding and disciplining staff.
7. Allied functions related to regulatory compliance, monitoring, analysis and reporting for water quality issues in the fields of sanitation, domestic water, irrigation and stormwater.

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MINIMUM QUALIFICATIONS:

License or Certificate: Valid Vehicle Operator's License issued by the state Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way would be to have five years of experience as an environmental services specialist and two years of experience in increasingly responsible positions, including duties related to supervision, working with water quality, laboratory and regulatory issues in an irrigation, domestic water, sanitation and stormwater or similar environment.

Education: A Bachelor of Science Degree in Engineering, Environmental Science, Chemistry, Biology or a related field from an accredited college or university is required.

Knowledge of:

- District rules and regulations.
- Location of district facilities and how these facilities operate within systems.
- Methods of collecting, preserving and documenting water quality samples.
- Methods of stream flow measurements and water level monitoring.
- Computer program concepts, spreadsheets and databases as they relate to data management, record keeping, data evaluations and reports.
- General knowledge of the processes involved with irrigation, domestic water, sanitation and stormwater engineering.
- Principles of chemistry and chemical safety related to water quality testing.
- Principles of statistics related to data summaries and evaluations.
- Water quality standards, permits and environmental regulations related to the fields of irrigation, domestic water, sanitation and stormwater.
- Environmental regulations such as the Clean Water Act, the Clean Air Act and the Safe Drinking Water Act.
- California laws and regulations pertaining to public drinking water systems and sewage collection, treatment, reuse and disposal.
- Laboratory analytical methods, instruments and procedures used for water quality testing in the fields of irrigation, domestic water, sanitation and stormwater.
- Principles of supervision and training.

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MINIMUM QUALIFICATIONS (Cont.):

Abilities:

- Make accurate mathematical calculations.
- Follow written and oral instructions and directions.
- Understand technical water quality data.
- Organize water quality data from multiple sources into accurate reports.
- Work cooperatively with others.
- Communicate effectively verbally and in writing.
- Summarize and evaluate statistical water quality data.
- Use personal computer applications and Internet services to summarize and evaluate water quality data and research related water quality issues.
- Review complex technical regulations and reduce these regulations to their effect on district interests.
- Possess technical writing skills as required for the preparation of environmental compliance reports and correspondence.
- Evaluate complex chemical, biological and radiological regulations, reports and manuscripts.
- Work independently and use sound judgment when making decisions.

PHYSICAL REQUIREMENTS:

1. Drives district vehicle to job sites including over rough terrain.
2. May work in extreme weather conditions including heat and rain.
3. Uses telephone and two-way radio to communicate.
4. Uses personal computer, keyboard, mouse and monitor for long periods.

See Human Resources for physical assessment form.