



# Marina Coast Water District

11 Reservation Road, Marina, CA 93933  
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## OPERATIONS & MAINTENANCE SUPERVISOR

### DEFINITION

Under general supervision, assists in the planning, organizing and direction of the District operations and maintenance functions and programs; performs work in support of water treatment, potable and recycled water distribution and/or wastewater collection system activities; ensures that all federal, state and local regulatory requirements are met; ensures departmental safety training and reporting is current and policies and procedures are compliant; provides assistance to District management staff in areas of expertise performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

General supervision is given by the Operations and Maintenance Superintendent. Direct supervision is provided to field operations and maintenance support staff.

### CLASS CHARACTERISTICS

This single-position, journey level class oversees day-to-day operations and maintenance and participates in all District activities required to ensure that District systems and facilities are operated and maintained in a safe and effective working condition. Responsibilities include supervising the performance of work in all operations and maintenance areas, depending upon the immediate needs of the District. This may include water treatment, potable and recycled water distribution and wastewater collection systems maintenance in all locations of the District. The work involves preventive and corrective maintenance program implementation and ensuring that the District meets all regulatory agency requirements, including safety compliance. This class is distinguished from Operations and Maintenance Superintendent in that the latter is a management class with responsibility for the oversight of all facilities maintenance through subordinate levels of supervision. This position performs the duties of the Superintendent in his/her absence.

### EXAMPLES OF DUTIES (Illustrative Only)

- Provides direct supervision, training, and work evaluation to department staff and interpretation of District policies.
- Oversees both routine and non-routine implementation of Operations and Maintenance field duties.
- Performs operations and maintenance tasks in the repair, installation, and/or start-up of District-owned or operated facilities by coordinating with District O&M personnel, engineering consultants, and/or contractors who are under contract with the District.

- Develops, updates and maintains the District Asset Management system. Provides oversight and support of the Fats, Oils, and Grease (FOG) and Cross Connection Control programs.
- Assists in evaluating and solving complex system problems including water distribution, collection system, lift station/booster pump station problems and/or SCADA system problems.
- Provides assistance to engineering department with operational input for engineering design.
- Oversees the routine inspection of water treatment facilities, water distribution, wastewater collection systems, and recycled water distribution systems.
- Directs the mitigation of sewer and recycled water overflow spills, leakages and other damage; reports such incidents to the proper regulatory agency if required by law.
- May perform other duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Operations of water resources, water/wastewater and recycled water facilities and utility operations;
- SCADA software programming and repair;
- Principles and procedures of project management including planning, scheduling, budget and control;
- Safety procedures pertaining to operations, including the techniques for handling and storing hazardous chemicals and agents. Must also be familiar with employee right to know regulations, materials safety data management and OSHA rules and procedures related to confined space entry, fall protection, and trench safety;
- Principles and practices of preventative and predictive maintenance with emphasis on water supply, treatment and distribution; and wastewater collection;
- Experience with modern office procedures, methods, and equipment including computers, SCADA system computers radios and PLCs, GIS databases and CMMS databases and their respective software;
- Knowledge and understanding of pertinent federal, state, and local codes, laws and regulations;
- Operation and maintenance of recycled water, water treatment, water distribution, and wastewater collections facilities and equipment;
- Principles, practices and equipment required to maintain and repair water treatment, potable and recycled water distribution and/or wastewater collection systems, including underground water and wastewater collection mains and pumping/lift stations;
- Safety equipment related to the handling and storage of hazardous chemicals;
- Safe work practices as related to underground construction and repair;
- Principles and practices of supervision and staff development and training,

**Skill in:**

- Operating, maintaining, troubleshooting and repair of water treatment and water distribution facilities and equipment, as well as wastewater collections and recycled water systems and related facilities;
- Training, motivating, supervising and evaluating the work of staff;
- Troubleshooting water/wastewater and recycled water system problems including, but not limited to hydraulics;
- Report writing, correspondence, and policy interpretation;
- Mathematical calculations;
- Reading maps, blueprints, manuals, and specifications;
- Meeting critical deadlines and record generation and submission requirements;
- Using tact, initiative, and independent judgment;
- Responding to public requests in a courteous and timely manner.

Any combination of experience, education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Education/Experience:**

Equivalent to graduation from high school and five years of skilled operations and maintenance experience in water treatment, potable and recycled water distribution and wastewater collection and treatment systems with at least two years of increasingly responsible supervisory experience.

Or

Associate of Arts or Science degree from an accredited college with specialized coursework in a technical field related to the work that may include physical, chemical or biological science and a minimum of two years of experience in water technology to include water distribution, treatment or wastewater management with some supervisory experience.

Or

Bachelor of Arts or Science degree from an accredited college or university with specialized coursework in a technical field related to the work that may include physical, chemical, or biological science and at least one year of experience working in water technology and some supervisory experience.

**Licenses and Certifications:**

Must possess valid California class C and B driver's licenses and have a satisfactory driving record. The following certification is required for this position or can be obtained within 24 months from appointment date:

California Department of Public Health Water Distribution Operator Grade IV California Department of Public Health Water Treatment Operator Grade II

California Water Environment Association Collection System Maintenance Grade III .

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to inspect various water distribution and wastewater collection system and pump/lift station sites; physical stamina to perform system and maintenance repair work, work on uneven terrain and lift and carry equipment and materials weighing up to 50 pounds; vision to read printed materials and a computer screen and hearing and speech to communicate in person, over the telephone and a two-way radio.

**Other Requirements:**

Must be willing and normally available for responding to off-hours emergency situations at all times. This position may require participation in the On-call rotation and will be eligible for On-call pay and overtime compensation policies of the District. The work requires outside exposure to all weather conditions with dust, noise, traffic, some potentially hazardous materials and electrical or heavy equipment.

***FLSA Status: Non-exempt eligible for overtime***

***Bargaining Unit: MCWD Employees Association***