

# Cachuma Operation and Maintenance Board

2020

## OPERATIONS SUPERVISOR

### DEFINITION

Under general direction, supervises and coordinates the activities of the Cachuma Operation and Maintenance Board (COMB) Operations Division field crew; plans, oversees and manages the Maintenance Management, Field Maplet, and SCADA programs; coordinates projects to operate and maintain water storage facilities, water distribution and service facilities, rights-of-way and grounds; coordinates work with outside contractors and consultants in the repair, replacement and modification of the system; acts as a liaison between the public and federal, state and local governmental agencies and utilities in operation and maintenance, rights-of-way and encroachment issues; manages the processing of South Coast Conduit (SCC) encroachment permits and performs related duties as assigned.

### CLASS CHARACTERISTICS

The Operations Supervisor is a single-position classification responsible for supervising and coordinating the day-to-day activities of the COMB field crew and managing the operation and maintenance of all facilities and equipment including the SCC and appurtenant facilities. An incumbent reports to the Engineer / Operations Division Manager and assists in project management and coordination for projects to be completed by the COMB field crew or outside contractors.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- Supervises COMB field crew members engaged in the operation, maintenance, rehabilitation and betterment of Cachuma projects.
- Trains, schedules, supervises and evaluates the performance of subordinate personnel; implements disciplinary action as appropriate.
- Provides on-site supervision of contractors and consultants on maintenance and repair projects.
- Inspects work performed by subordinates and contractors for compliance with all agency policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.
- Responds to routine and emergency repair needs in a timely manner.
- Ensures the proper adjustment of water flow throughout the system as required to meet demand.
- Supervises and/or performs various operations and maintenance duties, including but not limited to draining and cleaning reservoirs and dams; repairing meters; reading meters for billing purposes; implementing erosion control measures; performing conduit and lateral repairs, control station and valve repairs; maintaining roads, etc.

- Supervises procurement and care of tools, equipment, and fleet vehicles for system operation and maintenance, as needed. Ensures all related licenses and permits are maintained and renewed.
- Monitors construction activities involving U.S. lands and rights-of-way of the Cachuma Project.
- Oversees hazardous waste disposal and transportation.
- Coordinates activities with management staff, other departments, utilities, contractors and regulatory agencies as necessary.
- On a regular basis as established, informs Operations Division Manager of work progress and conformance to specifications and contracts.
- Maintains operations log and records and prepares a variety of required reports.
- Evaluates operational procedures for efficiency and effectiveness; makes recommendations for procedural changes to ensure optimal performance of water distribution system.
- Evaluates the need for new equipment and makes recommendations for purchase as needed.
- Assists in preparation of annual budget requests.
- Requisitions supplies as needed; evaluates new materials and products for efficiency and possible use for operations and maintenance.
- Receives and responds to public inquiries regarding system operations; meets with land owners about rights-of-way and other issues as needed.
- Performs general administrative and clerical duties as required, including but not limited to attending meetings, compiling data for reports, entering computer data, answering the telephone, completing and reviewing forms and charts, etc.
- Periodically operates and/or supervises the operation of vehicles, heavy equipment, pumps, motors, generators, mowers and other grounds maintenance equipment, sprayer units, and a wide range of hand and power tools.
- Serves as liaison between the public and federal, state and local governmental agencies and utilities regarding rights-of-way and encroachment issues, permitting and regulation compliance, and access to federal lands and rights-of-way of the Cachuma Project; assists landowners in completing encroachment applications and makes recommendations to the U.S. Bureau of Reclamation concerning encroachments.
- Coordinates and administers the development of infrastructure improvement projects, including permit acquisition, consultant and contractor coordination, and construction monitoring.
- Assists in coordination of the operation and maintenance of the SCC with member units and the USBR; supervises SCC operations.
- Compiles data for and prepares reports on work projects as well as safety and training activities.

- Monitors computer operations for effectiveness and efficiency related to the SCADA system; resolves minor computer hardware and software problems as needed.
- Receives and responds to inquiries, concerns and complaints regarding agency operations.
- Conducts safety training meetings with staff on a regular basis as established. Ensures that staff participates in ACWA JPIA safety training courses.
- Ensures the workplace is free from serious recognized hazards and complies with standards, rules and regulations applicable to OSHA standards.
- Performs general administrative duties as required, including but not limited to attending and conducting meetings, preparing reports and correspondence, compiling data for reports, entering computer data and preparing spreadsheets, etc.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

All federal, state and county laws, codes, rules, regulations and standards affecting areas of responsibility.

Administrative principles and methods, including goal setting, planning, program and budget development and implementation.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles of supervision, training and performance evaluation.

Principles and techniques of project planning and management.

Water storage and distribution principles and practices.

Technical issues involved in the operation and maintenance of water facilities and pipelines.

Regulations and procedures governing permitting and encroachment issues.

Professional standards for the development of operation and maintenance programs as applied to planning, permitting and environmental review.

Basic hydrology; utilizing hydraulic modeling of surface water systems and means to optimize the use of available water resources.

Modern office practices and technology, including the use of computers for data and word processing.

Geographic Information Systems technology, development and applications; SCADA system.

English usage, spelling, grammar and punctuation.

Business letter, memorandum and report writing.

Ability to:

Interpret, analyze and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to assigned areas of responsibility.

Develop, implement and interpret goals, objectives, policies and procedures, and work standards.

Analyze complex problems, evaluate alternatives and make sound recommendations in support of goals.

Determine work priorities and scope, and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Estimate preliminary capital and operating costs for operation and maintenance programs.

Schedule, train, supervise and evaluate the performance of staff.

Exercise sound independent judgment within general policy guidelines.

Read and interpret blueprints, maps, drawings and documents related to water projects.

Collect, compile, analyze, organize and present technical and statistical information.

Prepare and present concise written and oral administrative and technical reports, using good grammar and writing skills.

Read, write and speak English fluently.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Represent the agency effectively in meetings with others and make presentations to various groups.

Interpret complex projects and programs to the public.

Deal constructively with conflict and develop effective resolutions.

Use computers effectively for word and data processing, spreadsheet preparation, graphics preparation and Geographic Information Systems applications.

Perform required mathematical computations with accuracy.

Education:

Preferred graduation from an accredited college or university with a Bachelor's degree in engineering, planning, construction management or closely related field or any combination of education and experience that would likely provide the necessary knowledge and ability. Upper division course work in hydrology, water resources and geology is highly desirable. Water Distribution Certification D3 required.

Experience:

Seven years of increasingly responsible water resources operations, maintenance, management and construction experience, with at least two years in a lead or supervisory capacity.

Other Requirements:

Possession of a Grade D3 or higher Water Distribution Certificate issued by the California Department of Drinking Water.

Possession of a valid California driver's license and an insurable driving record.

Must pass a pre-employment physical, which includes drug screening.

Must be available and willing to respond to emergency call-outs on a 24 hour basis.

**TYPICAL PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires the ability to sit at desk and intermittently walk, stand, climb, balance, stoop, kneel, bend, crouch, crawl, push, pull and reach while performing office duties and/or field work; operate motor vehicles; enter confined spaces and engage in work activities therein; lift and/or move up to 25 pounds frequently and up to 40 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to work effectively despite occasional exposure to adverse environmental conditions, including extreme weather conditions, heights, confined spaces, wetness, humidity, noise, air contaminants, fumes, dust, grease / oil, solvents, machinery hazards, traffic hazards, etc. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment and hand tools. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.