

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Water Supervisor	<b>Job Family:</b> III
<b>General Classification:</b> Professional	<b>Job Grade:</b> 19

**Definition:** To plan, organize, direct, and supervise the water system operation, maintenance, metering, or monitoring within the Utilities Services Section and to perform a variety of technical tasks relative to assigned area of responsibility.

**Supervision Received and Exercised:** Receives direction from the Utilities Services Manager and Water Superintendent. Exercises direct supervision over assigned maintenance and technical personnel.

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

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the water system; and implement policies and procedures.
2. Plan, prioritize, assign, supervise, and review the work of staff involved in the maintenance, repair, and installation of the water distribution system and related appurtenances such as water meters and backflows.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; and prepare various reports on operations and activities for County, State and Federal regulators, as well as City departments.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff and equipment; and monitor and control expenditures.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline procedures.
6. Answer questions and provide information to the public. Investigate complaints and recommend corrective action as necessary to resolve complaints.
7. Monitor changes in State and Federal water quality regulations and train Utilities Section staff regarding new and existing regulations.

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8. Monitor and control supplies and equipment; order supplies and tools as necessary; and prepare documents for equipment procurement.
9. Provide technical assistance on complex water system operations and maintenance duties.
10. Coordinate and manage contractors providing contract services.
11. May be designated as chief operator as needed.
12. Serve as acting Water Superintendent as needed.
13. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of water treatment and distribution system design, installation and maintenance; equipment, tools, and materials used in the maintenance and repair of water treatment and distribution systems; State and Federal water system regulations; principles of supervision, training, and performance evaluation; principles of municipal budget administration; modern office procedures, methods and computer equipment and related software; principles and practices of safety management and training related to area of responsibility; and pertinent local, State, and Federal laws, ordinances, and rules.

Ability to: Organize, implement, and direct water treatment and distribution system operations, maintenance, metering, or monitoring; interpret and explain pertinent division and department policies and procedures; assist in the development and monitoring of an assigned program budget; effectively utilize automated computers and automated systems; develop and recommend systems and procedures related to assigned operations; develop cost estimates for supplies and equipment; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and supervise, train, and evaluate assigned staff.

**Experience and Training Guidelines:** A combination of relevant experience and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Three years of increasingly responsible experience, including two years of lead responsibility, in one or more of the following: water treatment and distribution system maintenance, water meter maintenance, or water quality monitoring and administration.

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Training equivalent to the completion of the 12th grade, supplemented by community college course work in supervisory management or the City's supervisory training course.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license. Possession of a State of California Grade 3 Water Distribution Certificate and a Grade 2 Water Treatment Operator Certificate.

**Working Conditions:** Preemployment and periodic respiratory examinations may be required for this classification.

Established October 1991

Revised January 2022

HRD/CLASS SPECS

Water Supervisor