



RUBIDOUX COMMUNITY SERVICES DISTRICT

WATER SYSTEMS OPERATIONS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff engaged in the operation, maintenance, repair, and regulatory compliance of the District's water production, treatment, storage, and distribution facilities. Oversees groundwater production wells, treatment facilities, reservoirs, booster stations, chemical feed systems, instrumentation, SCADA systems, telemetry equipment, and related infrastructure. Ensures compliance with all federal, state, and local drinking water regulations. Serves as the District's designated Chief Plant Operator (CPO) pursuant to State Water Resources Control Board requirements. Coordinates assigned activities with other District departments, contractors, consultants, regulatory agencies, and outside organizations. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Director of Operations, Assistant General Manager, and/or General Manager.

Exercises direct supervision over Systems Operators and other assigned water operations personnel. Responsible for assigning work, establishing schedules, approving leave requests, conducting performance evaluations, providing training, and recommending hiring, promotion, discipline, suspension, and termination of assigned employees.

CLASS CHARACTERISTICS

This is the District's primary water operations supervisory classification, responsible for directing and overseeing the operation, maintenance and regulatory compliance of the District's water production, treatment, storage, and distribution facilities, as well as supervising assigned water operations personnel. The incumbent exercises independent judgment and discretion regarding personnel administration, regulatory compliance, emergency response, operational planning, maintenance prioritization, water quality management, and system operations. The incumbent serves as the District's designated Chief Plant Operator and maintains technical responsibility for water treatment operations, regulatory compliance, water quality monitoring programs,

operator certification requirements, and operational decision-making necessary to maintain compliance with State Water Resources Control Board regulations.

The incumbent is responsible for promoting a culture of professionalism, accountability, continuous improvement, safety, regulatory compliance, and operational excellence throughout the District's water operations division.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Plans, schedules, assigns, supervises, reviews, and participates in the work of Systems Operators and assigned personnel.
2. Oversees operation of the District's groundwater production, treatment, storage, and distribution facilities.
3. Monitors system production, storage levels, pressure zones, pumping efficiencies, and water demands.
4. Reviews water quality results and develops blending strategies for nitrate, PFAS, perchlorate, iron, manganese, 1,2,3-TCP, and other regulated constituents.
5. Oversees water quality sampling programs and evaluates operational data.
6. Investigates water quality complaints and operational incidents.
7. Coordinates operational activities during emergencies and critical situations.
8. Ensures compliance with all applicable federal, state, and local regulations.
9. Coordinates regulatory reporting, inspections, permit compliance activities, and sanitary surveys.
10. Maintains operational, maintenance, calibration, and regulatory records.
11. Develops, implements, and oversees preventive and predictive maintenance programs.
12. Coordinates and oversees repairs, maintenance activities, and contractor services, and the safe operation of specialized equipment, including hydro excavation and vacuum excavation equipment.

13. Oversees operation, maintenance, and optimization of SCADA, telemetry, instrumentation, and automated control systems.
14. Maintains a working knowledge of wastewater collection system operations and provides operational support and coordination, as needed, to ensure continuity of utility services.
15. Trains, mentors, coaches, and develops assigned staff.
16. Conducts employee performance evaluations and probationary reviews.
17. Recommends hiring, promotion, transfer, discipline, suspension, and termination of assigned employees.
18. Establishes work schedules, approves leave requests, coordinates and participates in the water operations on-call rotation, authorizes overtime, and maintains adequate staffing levels necessary to support continuous water system operations.
19. Participates in employee selection processes, interviews, and workforce development initiatives.
20. Serves as the District's designated Chief Plant Operator and provides technical oversight of treatment plant operations, water quality monitoring programs, operator certification requirements, and regulatory compliance activities.
21. Develops and implements standard operating procedures, operational guidelines, and best management practices.
22. Participates in budget preparation, administration, and operational planning.
23. Assists with planning, design review, startup, and implementation of capital improvement projects.
24. Represents the District at meetings with regulatory agencies, consultants, contractors, customers, and the public.
25. Regular onsite attendance.
26. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of water treatment, water production, water distribution, and water quality management.
- Operation and maintenance of groundwater wells, treatment facilities, reservoirs, booster stations, and distribution systems.
- Drinking water regulations and regulatory compliance requirements.
- Water quality monitoring and sampling techniques and methods.
- Mechanical, electrical, instrumentation, and control system principles.
- SCADA, telemetry, and automated control systems.
- Methods, techniques, and safe operation of hydroexcavation equipment, vacuum excavation (Vactor) equipment, and other specialized utility maintenance equipment.
- Principles and practices of employee supervision, training, evaluation, and discipline.
- Labor relations and Memorandum of Understanding administration.
- Safety programs, CAL-OSHA requirements, and safe work practices.
- Budget preparation and administration.
- Pertinent laws, codes, regulations, and District policies.

Skill in:

- Operating personal computers and related software applications.
- Preparing reports, spreadsheets, and technical correspondence.
- Operating hand and power tools, hydroexcavation equipment, vacuum excavation (Vactor) equipment, and other maintenance and construction equipment.

Ability to:

- Supervise, motivate, train, evaluate, and develop assigned personnel.
- Plan, organize, assign, and review the work of others.
- Exercise sound independent judgment and decision-making.
- Calculate flow, volume, detention time, chemical dosage, pressure, and production capacities.
- Evaluate operational changes and troubleshoot system deficiencies.
- Analyze water quality and operational data.
- Read gauges, meters, plans, specifications, and technical reports.
- Understand and carry out oral and written instructions.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Work independently with minimal supervision.
- Meet the physical, mental, and environmental demands of the position with or without reasonable accommodation.
- Safely operate and oversee the use of specialized excavation and utility maintenance equipment, including hydroexcavation and vacuum excavation equipment.

REQUIRED QUALIFICATIONS

Education:

High school diploma or equivalent is required.

Additional coursework in water treatment, water distribution, supervision, leadership, instrumentation, SCADA systems, public administration, or related fields is highly desirable.

Experience:

Six (6) years of increasingly responsible experience in water treatment, water production, distribution system operations, and regulatory compliance activities, including at least two (2) years of lead, acting supervisor, crew leader, or supervisory experience.

Certifications:

At Time of Appointment:

- State Water Resources Control Board (SWRCB) Grade T3 Water Treatment Operator Certificate.
- SWRCB Grade D3 Water Distribution Operator Certificate.
- CPR/First Aid Certification.

Required Within Twelve (12) Months of Appointment:

- SWRCB Grade T4 Water Treatment Operator Certificate.
- SWRCB Grade D4 Water Distribution Operator Certificate.

License:

At Time of Appointment:

- Valid California Class C Driver License.

Required Within Twelve (12) Months of Appointment:

- California Class A Commercial Driver License with Tanker Endorsement.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

Indoor and outdoor environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, electrical currents, toxic agents and chemicals, and inclement weather conditions; work with or in water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical:

Incumbents require sufficient mobility to work in office and field settings; stand, stoop, reach, bend, kneel, squat, climb, and walk on uneven surfaces; push, pull, lift, and carry up to fifty (50) pounds without assistance; operate assigned equipment and vehicles; possess manual dexterity sufficient to operate tools, instruments, and computer equipment; and verbally communicate to exchange information.

Mental Conditions:

Ability to work under pressure during emergency situations; analyze complex operational and regulatory issues; exercise sound judgment; prioritize multiple assignments; interpret regulations, policies, technical manuals, plans, and schematics; and work effectively with interruptions and changing priorities.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens, instrumentation displays, gauges, and printed documents and to safely operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

Special Requirements:

- Will be required to work overtime, weekends, holidays or other non-scheduled hours as required.
- Must meet CAL-OSHA respiratory facemask requirements.
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility, to respond to emergency situations in off hours as required, and to carry a cell phone.
- Must be at least 21 years of age at time of hire.

JOB STATUS

FLSA Status: Non-Exempt

Representation Status: Non-Represented

Employee Designation: Supervisory Employee

Date Modified: August 2026