

# INDIAN WELLS VALLEY WATER DISTRICT

## Job Description

### Water Supply Supervisor (Revised: 04/06/26)

#### Position Overview

<b>Position Title:</b>	Water Supply Supervisor
<b>Employment Classification:</b>	Non-Exempt
<b>Department:</b>	Water Supply
<b>Reports To:</b>	Chief Engineer

#### Job Summary

Serves as the primary manager of day-to-day water supply operations, ensuring compliance with applicable Federal, State, and local regulations to ensure water supplied to Indian Wells Valley Water District (“IWVWD”) customers meets all standards. Exercises supervisory duties over the water supply work crew; maintain operations, personnel, and equipment to the District’s standards. Ensure water quality and quantity meet regulatory and customer requirements.

#### Supervision

Minimal direction provided by the Chief/District Engineer, as needed.

Provide direct supervision of the water supply operators.

#### Distinguishing Characteristics

Serve as an active, working member of the water supply crew. All essential job duties, responsibilities, and requirements for Water Supply workers are applicable to this Supervisor position, unless otherwise stated herein. Serves as “Chief Operator” as defined in California Code of Regulations, Title 22, Division 4, Chapter 13 “Operator Certification”. Water Supply Supervisor will be responsible for oversight of all day-to-day operations of the water treatment facilities.

#### Essential Duties and Responsibilities

- Maintain current active working knowledge on drinking water guidelines and standards as described by the California State Water Resources Control Board, Environmental Protection Agency, and local authorities. Follows and enforces such regulations and standards to ensure the production of safe drinking water that meets required statutes. Including the removal of Hazardous Waste that is generated by the Arsenic Removal Facilities.
- Plan, assign, and prioritize all job duties to water supply personnel including water

production, treatment, and storage, and ensuring that jobs are performed to District standards.

- Monitoring and control cost of labor, materials, and operating expenses for the Water Supply Department.
- Making weekly inspections of all well houses, treatment facilities, boosters, and water storage tanks.
- Meeting with the Chief Engineer for job reviews and planning.
- Supervising use of specialized equipment involved in water treatment plant operations.
- Scheduling preventive maintenance of water treatment plants, well houses, and pumping facilities.
- Conducting source water sampling and testing for total coliforms and organic/inorganic constituents as required by regulations.
- Monitoring laboratory methods and test results. Ensuring that corrective action is taken when necessary.
- Ensuring that all water supply personnel are working under safe conditions; promoting and maintaining employee safety; and ensuring compliance with all safety rules and regulations.
- Executing the selection, training, professional development, and work evaluation of water supply personnel including but not limited to, discipline, evaluations, and training of potential supervisors.
- Provides input to the Chief Engineer in developing operational and capital improvement budgets for the Water Supply Department.
- Ensures that instrumentation at new sites is adequate to SCADA system needs.
- Maintaining sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
- Maintaining various records including, but not limited to, time records, water production, water treatment, power consumption, hydraulics data, equipment, materials, assignments, projects, accident reports, safety meetings, etc.
- Assist in the administration and enforcement of all policies, including, but not limited to, Equal Employment Opportunity requirements, Employee Assistance Program, and

employee performance appraisal programs, in a fair and consistent manner.

- Exhibit a positive work attitude and cultivate a cooperative and respectful culture.
- Attending various meetings, as required. Including bi-weekly safety meetings.
- Assisting supervisors and personnel in other departments as needed.
- Performing other duties as assigned.

All other temporary work assignments which are infrequently assigned to the Water Supply positions, and not covered above, should be considered non-essential tasks, duties, or responsibilities.

## ***Skills and Abilities***

### **Knowledge of:**

- Must possess strong knowledge and understanding of three phase motor controls, power panels, and motors.
- Must possess strong knowledge and understanding of current pumping and water treatment plant mechanical equipment, electronics, hydraulics, telemetry, maintenance, inspections, and troubleshooting.
- Must possess strong knowledge and understanding of various water disinfection and treatment methodologies.
- Must be proficient in the operation of desktop computers, printers, and scanners.
- Must be proficient in Microsoft Office, with the ability to learn and effectively use GIS software and system for work order processing and asset management, and to operate a computerized SCADA network.
- Must possess reading, mathematics, written and oral language abilities in order to perform the essential functions of the job.
- Must be able to operate and maintain electric well motors to pump water.
- Must be able to operate and maintain stand-by generators to run pumping equipment.
- Must be able to operate cranes to lift valves, motors, pumps, and other appurtenances.

- Must be able to read and understand diverse types of wiring schematics.
- Must be able to operate and maintain all hand tools, power tools, and heavy equipment necessary for proper completion of all Water Supply tasks.
- Must be able to monitor, repair, and troubleshoot a variety of District hardware and software, including but not limited to, SCADA, HMI, PLC, IP Radio, Network Monitors, Security Camera System and Site Security Systems.
- Must be able to safely operate and maintain assigned motor vehicle.
- Must be able to use electric diagnostic equipment to measure currents, amps, voltages; troubleshoot, evaluate, and repair electrical equipment including three phase equipment up to 600V.
- Must be able to operate a telephone and two-way radio; knowledge, and proper use of hand signals for equipment operation and material handling; and communicate with office personnel, co-workers, and the public.
- Must be able to respond to after-hour emergencies within 30 minutes of notification, as necessary.
- Must be able to maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
- Must be able to make sound, independent decisions within established policy and procedural guidelines.
- Must be able to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Must be able to interpret and apply District, State, and Federal policies, procedures, rules, and regulations.

### ***Minimum Qualifications***

In order to be considered for this position, the applicant must meet all of the criteria below.

- **Experience:** A minimum of five years of experience in water supply operations.
- **Education:** Must possess High School Diploma, or equivalent certification.
- **Certifications:** Must possess current State of California Water Treatment Grade 3 and Water Distribution Grade 3 certifications.

- **Licenses:** Must possess State of California Class C Driver's License.

Must successfully complete physical examination and drug screen and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

**Physical Requirements and Working Conditions**

The physical requirements and physical demands placed upon this position are outlined separately. (A copy of these requirements is to be attached to this job description).

The District will provide reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

**Equal Employment Opportunity**

The Indian Wells Valley Water District is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, veteran status, genetic information, or any other protected category under federal, state, or local law.

Unless otherwise covered by a Memorandum of Understanding or other agreement, employment with the District is considered at-will, and nothing in this job description alters that status.

**Water Supply Supervisor: Revised Job Description Approval**

Department Manager Recommendation:	
General Manager Approval:	
Received and Recorded by Human Resources:	