



Water Quality Supervisor

Purpose of the role:

Under general direction, supervises, plans, administers, and oversees the City's Water Quality Management Programs, including drinking water quality assurance, wastewater pre-treatment, and stormwater quality management, in accordance with, and through administration of, federal, state, and local regulations. Makes recommendations and implements program activities to ensure City compliance with associated permits and regulations. Supervises, evaluates, and monitors the work of assigned staff. Performs a variety of technical, administrative, and analytical work in support of assigned programs, including serving as a liaison to, and coordinating with, City staff, various boards and committees, appropriate regulatory agencies, and other stakeholder agencies. Performs related duties as required.

Distinguishing Characteristics:

The Water Quality Supervisor assumes responsibility for overall program planning, management, and supervision of staff assigned to one or more major sections, units, or programs within the Utilities Division of the Public Works Department, and represents the City as a liaison to various regulatory agencies in relation to the subject programs. Incumbents in this class supervise, assign work to, and evaluate the performance of three or more positions within the assigned unit. Assignments are varied and carried out with considerable judgment and independence.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plans, monitors, administers, and enforces the City's drinking water quality assurance program, stormwater quality management program, and industrial waste/pre-treatment inspection and compliance monitoring program in accordance with federal, state, and local regulation; evaluates industrial self-monitoring analytical data for compliance evaluation and regulatory reporting; communicates laws and procedures of federal, state, and City agencies to business owners and operators. Maintains City compliance with associated Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Eliminations System (NPDES) permits, stormwater Total Maximum Daily Load (TMDL) requirements and Division of Drinking Water (DDW) permits and requirements.

- Coordinates staffing and operational activities; participates in the selection process; plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements; regularly monitors performance and provides coaching for improvement and development; recommends compensation or other means to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies.
- Provides leadership and works with staff to ensure a high-performance, customer-service oriented work environment that supports achieving the department and the City's mission, objective, and values.
- Coordinates sampling activities, data collection, data analysis, public notifications, facility inspections, pre-treatment inspections, and other environmental compliance activities, as required to ensure compliance with federal, state, and local regulatory agencies.
- Drafts and issues permit applications, and prepares monthly, quarterly, and annual reports for submittal to regulatory agencies.
- Analyzes relevant legislation, development, and industry trends; prepares policy statements and recommends City position on issues related to potable water quality, stormwater, and wastewater pre-treatment.
- Participates in the development and administration of assigned water quality program budgets; recommends budgetary adjustments as necessary; prepares written reports to City Council concerning significant water quality and budget and expenditure issues.
- Collaborates with other City departments to determine wastewater charges for industrial accounts in accordance with the Municipal Code; reviews applications, coordinates with Engineering to review plans and blue prints associated with plumbing, drainage, and pre-treatment equipment.
- Attends and provides information as needed at the Regional Water Board meetings, staff meetings and various stakeholder meetings.
- Produces and distributes the City's annual Water Quality Report, and other public reports as required.
- Oversees and administers the industrial waste site inspection survey of all industries Drafts and issues permits, prepares Notice of Violation, Compliance Schedules, and initiates other enforcement actions.
- Administers illicit discharge control and business outreach programs to minimize or eliminate the discharge of pollutants to storm drains and municipal waterways; meets with corporate officers, managers, owners, consultants, and developers regarding industrial waste discharge requirements, prohibitions, and pollution prevention.
- Supports stormwater, water quality, and environmental compliance outreach initiatives; develops and implements public and business education campaigns; educates the public on technological processes and regulatory changes for water environment issues.
- Performs related duties as required.



The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Chemistry and biology as they relate to potable water quality, stormwater impacts, and wastewater treatment.
- Inspection methods, sampling, and testing procedures used in testing water, wastewater, and industrial waste.
- Federal, state and local laws, regulations, codes, public policy, and environmental issues relevant to wastewater treatment, potable water quality management, stormwater quality, pollution prevention, and resource management.
- Principles, theories, and practices of environmental engineering.
- Principles of supervision, training, and performance evaluation.
- Analytical report writing and presentation.
- Operations, maintenance, occupational hazards, and standard safety practices relevant to water distribution and storage facilities, wastewater collection, and treatment facilities, industrial pre-treatment systems and stormwater facilities.
- Office procedures, methods, and equipment, including computers and applicable software applications.

**Desired
Minimum
Qualifications:**

Ability to:

- Understand, interpret, and apply complex laws and technical material related to industrial waste, water quality management, public health, pollution prevention, and related environmental issues.
- Develop and administer a wide variety of environmentally compliant programs in accordance with established regulations and procedures.
- Prepare policy statements and recommend City position on issues related to water quality and environmental compliance.
- Prepare clear and concise technical reports, general correspondence, and maintain detailed records using standard office and computer equipment.
- Enforce regulations with tact, firmness, and diplomacy.
- Supervise, train, and coordinate the activities of assigned staff to meet changing priorities and deadlines.
- Organize work, set priorities, and exercise sound judgment within established guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with supervisors, co-workers, customers, the public, and others encountered during work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Team Builder
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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

Education:

A Bachelor's Degree from an accredited college or university with major coursework in analytical chemistry, organic chemistry, biology, water quality, water resources, environmental science, or a related field.

Experience:

Six years of responsible experience involving water quality programs, including one year of lead or supervisory responsibility.

***Education and
Experience
Guidelines:***

Licenses; Certificates; Special Requirements:

A valid Class "C" California driver's license is required.

California Water Environment Association (CWEA) Technical Certification in Environmental Compliance Grade II.

State Water Resources Control Board (SWRCB) Water Distribution Operator Grade D2.

Desired, but not required:

CWEA Laboratory Analyst I or related American Water Works Association (AWWA) certification.

SWRCB Water Treatment Operator Grade T2.

The conditions herein 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 job functions.

***Physical and
Environmental
Conditions:***

Physical: Sufficient physical ability to work occasionally in a field environment and an office setting; operate office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat and stoop; grasp, repetitive hand movement and fine coordination in preparing reports using a computer key board; perform duties requiring grasping; climb ladders. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting and field setting; regular interaction with City officials, staff, the general public, and regulatory agencies. Field environment; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, and inclement weather conditions; including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; work around moderately loud noise levels.; and heavy vehicle traffic conditions; occasionally deal with dissatisfied or quarrelsome individuals.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted:07/09/2018

Date Revised:07/09/2018