

WATER QUALITY SUPERVISORDEFINITION

Under direction, supervises the water meter maintenance and repair activities of the Water Quality and Measurement Section in the Water Resources Division; performs skilled mechanical work in the installation, maintenance, repair, and testing of water meters and related equipment.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises the cross-connection program to prevent unprotected connections between the domestic water and water that would be unsafe for drinking. Supervises, trains and evaluates the work performance of assigned staff. Oversees the locating of underground distribution facilities under the Underground Service Alert program. Monitors a variety of assigned projects to ensure adequate supply of staff and equipment. Maintains adequate parts inventory and requisitions tools, parts, materials, and supplies. Maintains meter service and repair history records; prepares time records and reports of water quality section activities; uses current computer software applications as needed to generate necessary reports and documentation. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a single-position classification that supervises staff involved in the repair of water meters, utility inspections, and quality inspections. The Water Quality Supervisor is distinguished from lower-level water meter repairer classifications in that the latter perform maintenance and repair of water meters and similar equipment, whereas the Water Quality Supervisor supervises the performance of assigned staff.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of progressively responsible experience in water meter repair work; or any combination of training and experience which provides the following knowledge, skills and abilities:

Knowledge of: construction, operation, and calibration of water meters; test methods utilized in determining the accuracy of water meters, defects and sources of trouble commonly found in water meters and backflow preventers; cross-connection regulations as specified under Title 17 of the California Administrative Code; regulations relating to the protection of the underground distribution facilities; principles and practices of supervision.

Ability to: develop efficient and effective procedures of the water quality section including the maintenance and repair of water meters and related equipment, the cross-connection and Underground Service Alert programs; monitor sound metering practices to ensure maximum

revenue return; establish and maintain effective working relationships with employees, other City agencies, and the public.

SPECIAL MINIMUM REQUIREMENTS:

Possession and retention of a valid California Class C Drivers License; possession and retention of a valid California State Department of Health Water Distribution Certificate (WDC) - Grade III.

SPECIAL WORKING CONDITIONS:

Willingness and ability to work irregular hours, including evenings and weekends, as needed.  
Willingness and ability to work outside in a variety of weather conditions.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is an effective motivator who encourages the development of subordinates and a team orientation to problem resolution. This performer is innovative, logical, and customer-service oriented with an emphasis on quality service and customer responsiveness.

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ADA Approved:

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