

JOB DESCRIPTION
Systems Control Supervisor
Code Number: 32009

GENERAL PURPOSE

Under general direction, plans, schedules, lays out, supervises and participates in the work of personnel engaged in the operation and control of the District's potable and reclaimed water distribution system; trains staff in the communication, monitoring and systems control of the distribution system; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents provide supervision, training and technical assistance to assigned water operations staff. Duties are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports, and system performance. Incumbents of this class have considerable communications with other water agencies in accomplishing safe and efficient operation of the system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Participates in the selection, training, and supervision of Systems Control Operators, Operations Representative and Maintenance and Operations Planner /Scheduler personnel.

Plans and evaluates the performance of assigned personnel; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action to address performance deficiencies in accordance with District personnel rules, policies and labor contract provisions.

Assists the Systems Control Manager in evaluating the performance of assigned personnel; participates in the establishment of performance requirements and personal development targets for assigned personnel.

Provides day-to-day technical leadership and works with assigned staff to ensure the

proper, safe and efficient operation of a large water distribution and reclamation distribution system via SCADA and collaboration of efforts with department field personnel.

Provides for the training of assigned staff; provides technical assistance and advice to assigned personnel.

Provides for the training of assigned personnel in proper and safe procedures, practices and administration of District SOP's after business hours.

Operates distribution system components and facilities to ensure their efficient functioning, minimize interruptions to the distribution system, and to reduce energy consumption; makes adjustments to reservoir and pump settings; reports the need for major or specialized repairs to equipment, machinery and electrical and electronic systems; coordinates facilities shutdown so that specialized trades personnel are able to make major and/or highly technical repairs to equipment, machinery and systems; ensures the timely completion of preventive maintenance activities with no or minimal service interruption.

Interprets screens, gauges, meters, charts and graphs, and operates pumps, valves, electric motors and related equipment to regulate flows via SCADA for the entire potable/recycled systems.

Operates systems; control valves for emergency and scheduled shut down; maintains flow using booster pumps to control water levels in reservoirs and at other critical points throughout the system; troubleshoots, diagnoses and corrects control system malfunctions by resetting relays and adjusting other controls and components.

Monitors water quality parameters throughout the system and makes necessary adjustments.

Ensures preparation of daily water production and weekly reclaimed water production reports; coordinates all water orders from MWD; evaluates display screens and operates facilities to verify functionality and accuracy of telemetry signals; evaluates pump plants and sets pump rotation sequence and set points.

Implements District's goal of water supply source and energy efficient operation, ensures compliance with production restrictions specified by agreements; ensures adequate and appropriate quality water and reclaimed water is available and delivered and ensures maintenance and updating of district-wide operational plans.

Prepares daily and monthly reports for inclusion in the "Discharge Monitoring Report" and ensures compliance with appropriate uses of reclaimed water; reports and monitors blending of different sources of reclaimed water.

Monitors and coordinates checking of chemical alarms and feed system for leaks

Operates the District's potable wells and requests system changes.

Responds to inquiries, complaints and emergency situations as necessary.

Schedules staff to ensure continuous coverage of system monitoring which requires 24 hours a day (including weekends and holidays) staffing.

Coordinates water production and distribution activities with MWD and with agencies served by EMWD, ensuring the timely completion of production and system status reports.

Researches new monitoring, control and operational methods, techniques and equipment and recommends their application.

Submits requisitions for necessary tools, equipment and supplies.

Oversees the monitoring and communication to the field staff of the District's sewer and wastewater facilities.

Oversees internal and external customer service communication related to assigned area.

Monitors the District's maintenance work order program for IOC staff.

Responsible for carrying out the District's safety program in assigned unit; ensures subordinates follow safety practices in work methods and procedures; enforces proper safety procedures while working in dangerous situations; educates employees on rules, regulations, codes, safe work habits and potential hazards presented by their work environment.

Maintains a variety of records, logs, and reports; updates written manual and instructions.

Monitors radio communication of field personnel and IOC dispatch functions.

May fill in for the Systems Control Manager in the manager's absence.

Operates vehicle to travel to various District facilities.

Performs related duties as assigned.

BALDRIGE RELATED DUTIES

Supports and promotes the application of Malcolm Baldrige principles in the oversight of operations within the business unit.

Assists in the development and maintenance of best practice in unit work processes and supports the philosophy of continuous improvement.

Develops and monitors team and individual performance measures, ensuring that they align with District's Strategic and Operational Plans.

Ensures a thorough understanding of the Strategic Planning Cycle and participates in its development and deployment.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods and techniques for operating computers, operating SCADA screens and applications, pumps, valves, electric motors, diesel and natural gas engines and electronic, computerized and manual control systems; functions and servicing requirements of the equipment used in a potable water distribution/recycled water systems; principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses; relevant federal and state laws and regulations; computer applications related to the work, including modern, state-of-the-art supervisory control and data acquisition systems; safe work methods and safety regulations pertaining to the operations of a potable water distribution system; principles and practices of employee supervision and training; District personnel rules, policies and labor contract provision; principles and practices of effective supervision.

Ability to:

Operate a variety of pumping, treatment and control equipment and machinery; accurately read and interpret meters, gauges, valve books, blueprints and schematic drawings, make mathematic calculations, including metrics; prepare basic records and reports of work performed; operate and maintain tools pertaining to the work; safety practices and procedures pertaining to the work; plan, organize, schedule, lay out and supervise the work of assigned personnel; accomplish multiple tasks; exercise sound independent judgment within general policy guidelines; establish and maintain effective working relationships with all levels of District management and staff.

Baldrige Based Knowledge and Abilities

Knowledge of:

Principles of managing by fact and organizational and personal learning; familiar with process mapping and structured problem solving; theoretical and practical knowledge necessary to develop and monitor individual performance standards, and insure they align with key performance measures for the unit.

Ability to:

Maintain and utilize process flow charts for key processes, with performance standards related to customer and stakeholder needs; validate customer requirements; create a workplace that values employees, encourages their development, values their participation, and encourages innovation; create an environment of continuous improvement and to ensure business unit results consistent with expectations in key performance measures.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of journey-level experience as an operator with a large potable water distribution system; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

A State of California Water Treatment Operator Certificate, Grade II; a State of California Water Distribution System Operator Certificate, Grade III (Grade IV desired).

PHYSICAL AND MENTAL DEMANDS

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 class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, talk and hear; walk, sit, climb or balance; stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communications skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; learn and apply new information or skills; interact with District staff, other organizations and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. The employee is occasionally subject to periodical field inspections.

FLSA DETERMINATION: Meets executive exemption from overtime