



Santa Ynez River Water Conservation District, Improvement District #1

ACCEPTING APPLICATIONS FOR DISTRIBUTION & OPERATIONS SUPERVISOR

(Non-Exempt Position)

FILING DEADLINE: Open Until Filled

HUMAN RESOURCES • 3622 SAGUNTO STREET, P.O. BOX 157 • SANTA YNEZ, CA 93460 • (805) 688-6015 • www.syrwd.org

SALARY: \$7,153.10/mo. to \$9,385.49/mo. + benefits

THE POSITION:

Under general supervision, supervises, assigns and participates in the maintenance of water production, water blending/disinfection facilities, water meter system, storage, treatment, transmission and distribution facilities, assigns and participates in the operation and maintenance of the construction and repair of facilities; organizes, schedules and assigns work of crews engaged in the maintenance and repair of water production facilities, water blending/disinfection facilities; supervises the operation and adjustments of all operating equipment; and performs related work as required.

Distinguishing Characteristics:

This is an advanced-level lead position responsible for the production and treatment of the District's water supplies and overseeing the operations of the transmission, storage, and distribution facilities. This position is also responsible for the construction and repair of the water distribution system and recommends improvements to ensure efficient use of the resources related to the system. This position also conducts a variety of complex work assignments, demands exercising good judgment and decision making, must demonstrate a working knowledge of computer software applications to include SCADA, word processing, spreadsheets, and database programs. The position shall possess knowledge of general chemical principals, laboratory practices and techniques used in the treatment of surface and ground water as reflected in the water certification required for the position. Incumbents also perform the more advanced and skilled maintenance, installation, repair and operational duties and responsibilities.

Examples of Duties and Responsibilities:

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

Supervises, assigns, schedules and participates in the assigned work of skilled, semi-skilled, and manual labor crews; monitors performance of computerized automatic devices that regulate the metering of distribution of domestic water supplies; conducts inspections, making adjustments and reviewing records of instruments for water metering and distribution control, and water quality; monitors water meter systems and customer complaints; performs repairs and corrects operational-related characteristics; supervises the repairs of water resources facilities, including, but not limited to, installing water services, water mains, meters, asphalt paving, and other related improvements and equipment; ensures compliance with NPDES best management practices through flood control measures and practices; participates in developing enhancement and cost saving programs throughout the District infrastructure relating to water needs; provides for employee training and maintains a regular safety training program; assists and supervises a variety of projects in the water system as needed; inspects new water system facilities installed by new development; ensures that all water system facilities are installed per District specifications; records and carries out a preventive maintenance program for the water distribution system and various facilities; reviews work in progress; evaluates employee performance; supervises and participates in the flushing of hydrants and mains; works with contractors and others in the location of existing water mains and services; checks and takes chlorine residuals; responds to and addresses customer complaints; trains subordinates in the skills to properly maintain and operate water system facilities; operates District vehicles; develops and monitors program budget; maintains workload statistics and monthly performance reports; completes employee performance evaluations; recommends technology upgrades and the appropriate equipment relating to the conversion of water meters; monitors equipment malfunctions, adjusting or diagnosing problems; must be available for rotating on-call emergency duty as assigned; make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public; and performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Minimum seven (7) years of increasingly responsible water system operation, treatment, and distribution experience, including five (5) years of experience providing lead direction on an ongoing basis. In addition:

- Required minimum of high school graduate or equivalent GED.
- Equivalent to an Associates degree from an accredited college or university with college level course work in water treatment, water quality, engineering, or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

Special Requirements:

- Possession of valid D-3, T2 Operator certifications issued by the State of California Department of Public Health are required at the time of appointment.
- Possession of a valid California Driver's License.
- Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. Driving record shall not contribute to an increase in the District's automobile insurance rates.
- Full-time residency within 30 miles of the District office in order to efficiently respond to emergency calls.
- Subject to call back during off-duty hours according to rotational schedule.
- Under the Department of Transportation Drug and Alcohol Program, will be required to successfully complete a pre-employment drug and alcohol screening and submit to random drug and/or alcohol testing throughout employment with the District.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of effective supervision; principles, methods, materials and equipment used in the operation and maintenance of domestic water treatment and distribution systems; mechanical and electrical characteristics of motors, meters, valves, control panels, water and wastewater systems, telemetry systems and other water control or measuring devices; basic math and simple record keeping; Federal, State and local standards for maintaining water quality; Title 22 and 23 of the public health codes related to water and wastewater regulations; AWWA specifications; hydraulics; principles for disinfection of water distribution systems and maintaining sufficient disinfectant residuals; effective preventive maintenance practices and routine operation and maintenance programs; safety precautions and procedures; design and operation of District's water meter systems; teamwork and developing consensus; and principles and practices of exemplary business practices.

Ability to:

Effectively supervise subordinate staff; train, assign, schedule, and participate in work related to the operation and maintenance of District's water meter system, storage, treatment, transmission and distribution facilities; read, write, and perform mathematical calculations; perform and train others regarding the use of a variety of skilled and semi-skilled tasks in facility construction and maintenance; understand and follow oral and written instructions; communicate effectively in both oral and written form; perform routine laboratory tests and samplings, analyze results and take effective corrective action when necessary; maintain logs, records and charts; read and interpret gauges and recording devices reflecting water system operations; read and interpret maps, drawings, product label instructions and equipment operation procedures; operate and maintain a wide variety of hand and power tools used in water treatment and distribution; take a proactive approach to problem solving; perform assigned tasks in a safe manner; establish and maintain effective working relationships with those contacted in the course of work; and learn the organization, and procedures.

Tools and Equipment Used

Motor vehicle, generators, pumps, gauges, detection devices, and specialized equipment including analyzers, computer-based telemetry recorders and indicators, computer control systems, electrical equipment and common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

Physical Demands:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, and/or walk for long periods. The employee is occasionally required to talk or hear; sit; climb or balance; bend, reach, stoop, kneel, crouch, or crawl; and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

SELECTION PROCESS

All candidates must complete an application form, supplemental questionnaire, and may attach a resume and cover letter. Incomplete applications will be considered ineligible. Completed application packets will be reviewed and candidates considered best qualified will move forward in the examination process. Candidates' background and qualifications will be further evaluated by a competitive examination process that may include a phone screen and oral interview. The District is the final decision maker in hiring a successful candidate.

BENEFITS

- Health, dental and vision insurance available the first day of the month following enrollment. Employee/family coverage paid by the District up to the maximum allotted by the Board of Trustees.
- CalPERS Retirement – benefit formula determined upon Public Employees' Pension Reform Act of 2013 rules - final compensation is the average of the highest 36 consecutive months. CalPERS is a defined benefit retirement plan that includes a lifetime benefit determined by a set formula (years of service, age at retirement, and final compensation).
 - An employee who becomes a "new" member of CalPERS for the first time on or after **January 1, 2013** (and who was not a member of another California public retirement system prior to that date) will be enrolled in the CalPERS 2% @ 62 benefit formula (with Social Security) with three-year final compensation in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). Employees contribute 7.25% of salary towards the employee CalPERS service contribution cost.
 - An employee who is a "classic" member of CalPERS hired before January 1, 2013 or who has reciprocity with CalPERS or who has less than a six-month break in service between employment in a CalPERS (or reciprocal) agency will be enrolled in the 2% at age 55 formula based on the employee's three-year final compensation average annual compensation to a maximum of the annual social security withholding limit.
- Employees participate in Social Security.
- Voluntary Deferred compensation plan available.
- Disability insurance at a nominal cost to employee on date of hire.
- 10 days vacation accrued each year (vacation accrual can be taken after six months of employment with the District); increases to 20 days after 10 years.
- 12 paid holidays per year.
- Sick leave – 12 days per year.

APPLY

To obtain an application and supplemental questionnaire, please visit www.syrwd.org, via an email request to general@syrwd.org or via telephone at (805)688-6015. Completed application, resume and supplemental questionnaire should be sent to the Assistant General Manager, Santa Ynez River Water Conservation District, ID No.1, P.O. Box 157, Santa Ynez, CA 93460, via email to mmartone@syrwd.org or placed in the drop box at 3622 Sagunto Street, Santa Ynez, CA 93460.

Upon hire, candidate must possess a bank account to accommodate the District's direct deposit for monthly pay. Upon hire, the candidate must submit a Department of Motor Vehicles printout summarizing their driving record covering the last 30 days from the closing date of this recruitment.

A "no smoking" policy has been adopted in all District facilities to promote a health-based, smoke-free workplace as part of the District's commitment to a pollution-free environment. An Equal Opportunity Employer - Women, minorities and individuals with disabilities are encouraged to apply. Under the Americans with Disabilities Act, persons desiring a reasonable accommodation to participate in the recruitment process may contact the District Office at (805) 688-6015, or, for telecommunications devices for the deaf, call the California Relay Service at 1 (800) 735-2929 prior to the final filing deadline. The provisions contained in this job flyer do not constitute an expressed or implied contract and any provisions contained herein may be modified or revised without notice.

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