



# Marin Municipal Water District

## Water Quality Field Supervisor

### **DEFINITION**

Under general supervision, supervises and participates in water quality field work, and coordinates those activities with the District's water quality requirements and programs; manages the District's water quality test station layer in Geographic Information Systems (GIS), Laboratory Information Management System (LIMS), Excel and other software; acts as liaison between field water quality personnel and laboratory personnel, construction management group and customers; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This classification combines supervision and coordination of a specific work unit with individual responsibility for handling the more difficult and complex water quality work assignments, and management of Geographic Information System used to store field water quality data. The duties of the classification are divided between field inspection supervision and field water quality data management. Incumbents are expected to handle planning and scheduling of workload, and prepare written performance evaluations.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- Plans, assigns, supervises and participates in the work of field water quality staff; trains and evaluates the work of subordinates.
- Performs water quality field monitoring at District reservoirs, including the proper maintenance and calibration of field equipment, recording of data, collection of water samples, and the notation of field observations.
- Supervises and participates in the chemical treatment of reservoirs, pipelines, and water storage tanks, including calculation of chemical concentrations, notification to proper jurisdictions, and monitoring of chemical treatment to protect the environment.
- Coordinates with and notifies Laboratory personnel regarding sample scheduling and collection.

- Prepares and maintains field water quality data using computer data base such as the Geographic Information System or Laboratory Information Management System software.
- Maintains and updates water quality test station layer in GIS.
- Maintains monthly tabulations of water quality complaints, lake monitoring data, lake treatment and tank chlorination schedules.
- Performs special projects and in-depth investigations of water quality complaints and problems.
- Maintains inventory and orders chemicals and supplies used for field activities.
- Acts as liaison with public agencies regarding chemical treatment of lakes.
- Ensures safe working conditions are maintained.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Distribution, pumping, water storage tank systems, and other facilities;
- State/Federal drinking water regulations and codes;
- Standard practices and techniques for water sampling;
- Limnological equipment and principles;
- Water treatment techniques and chemicals;
- Techniques used for flushing, chemical treatment, and water quality surveys;
- Basic principles of supervision and training;
- Laboratory Informational Management System software, Geographic Information System software, Excel, Word and other software as needed.

Ability to:

- Make accurate observations and maintain accurate and legible records;
- Analyze situations and make recommendations;

- Respond accurately and tactfully to inquiries from the general public, and those contacted in the course of work;
- Use mathematics involved in water treatment work;
- Use GIS mapping software to track water sampling sites and field data;
- Use a computer for the entry and retrieval of data, and use of Laboratory Information Management System software;
- Plan, direct, organize, schedule, train and review the work of subordinates;
- Tow and operate a boat and outboard motor;
- Prepare and write concise reports;
- Communicate and deal effectively with those contacted in the course of work;
- Drive a four wheel drive vehicle, including towing.

**Training and Experience:** Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor of Science degree from an accredited college, with major course work in physical, biological or environmental sciences, or related fields, and three years experience in the collection and management of environmental data as a Water Quality Technician or equivalent, including two years of which must have involved directing, planning and scheduling the work of others.

OR

- Two years of college-level coursework, with an emphasis on drinking water or waste water principles and five years experience in the collection and management of environmental samples and data as a Water Quality Technician or equivalent, including two years of which must have involved directing, planning and scheduling the work of others.

### **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

- Required to be on an "on call" basis for emergencies.
- Willingness to wear appropriate uniform.

### **LICENSES AND/OR CERTIFICATIONS**

- Must pass a California State Water Resources Control Board (SWRCB) Grade 3 Distribution Operator Examination and obtain a SWRCB D-3 Distribution Operator Certificate within 24 months of hire.
- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to thirty feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as chemicals, reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 50 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

**ADDITIONAL PHYSICAL DEMANDS**

- A self-contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.
- Exposure to potentially hazardous materials, laboratory chemicals, treatment chemicals, solvents, microbiological pathogens, odors and fumes.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

**Established:** April 1994

**Revised:** January 2017

**Approved by:** Human Resources Manager