



## DUTY STATEMENT

| DIVISION  |  | CLASSIFICATION                    | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|---|--|-----------------------------------|---|
| Central Field   |  | Water and Sewage Plant Supervisor | 549-724-6723-002                              |
| DISTRICT/HQ SECTION   |  | WORKING TITLE                     | CBID  |
| Diablo Range District   |  | Water and Sewage Plant Supervisor | R13   |
| SECTOR/HQ UNIT  |  | REPORTING LOCATION                | INCUMBENT                                     |
| Gavilan Sector  |  | Gavilan Sector Office             |   |
| STATE HOUSING: (Check one)  |  |                                   | IMMEDIATE SUPERVISOR                          |
| <input checked="" type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required<br><input type="checkbox"/> Housing is not available   |  |                                   | Park Maintenance Chief II                     |
| SENSITIVE POSITION DESIGNATION: (Check if applicable)   |  |                                   |   |
| <input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>  |  |                                   |   |
| POSITION DESCRIPTION  |  |                                   |   |
| <p>Under the direction of the Park Maintenance Chief II (PMC II), the Water and Sewage Plant Supervisor (WSPS) is responsible for the Water and Wastewater Systems located in the Gavilan Sector, and functions as a back-up operator for the Altamont Sector, Contra-Solano Sector, and Hollister Hills Sector water and wastewater systems. The WSPS is responsible for the operation, maintenance, and administration of four water treatment plants, five lift stations, and all associated collection and distributions systems in the Gavilan Sector of the Diablo Range District.</p> <p>Employees who work to support State Vehicle Recreation Areas (SVRAs) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability and compliance (TAC) goals are met. The primary reporting location is the Gavilan Sector Office in San Juan Bautista, but the WSPS may be required to work at other locations throughout the District as assigned, based on operational need.</p> |  |                                   |   |
| ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.   |  |                                   |   |
| ESSENTIAL FUNCTIONS:  |  |                                   |   |
| %   | TASK/DUTIES  |                                   |   |
| 35%   | <b>SYSTEMS OPERATION</b><br>Operates the water and wastewater systems Throughout the Gavilan Sector; operation includes all work necessary to keep the systems operating in compliance with applicable rules, regulations, policies, and permit restrictions, and requirements. Takes or supervises the taking of required tests of water and sewage in the various stages of treatment and examines if more involved analysis is needed. Supervises and/or performs cleaning, painting, and upkeep of equipment. Adjusts and repairs mechanical equipment such as pumps, chlorinators, metering devices, sewer lift stations other equipment associated with the water and wastewater systems. Performs plumbing and electrical repairs and duties as needed in connection with the water and wastewater systems and immediately reports all problems and failures, potential or actual, promptly to the Park Maintenance Chief I or other supervisors as needed. Advises of possible solutions and acts independently as needed. |                                   |   |
| 30%   | <b>FACILITY MAINTENANCE</b>  |                                   |   |

|   |  |
|---|--|
|   | Plans, organizes, schedules, and performs preventive and corrective maintenance for water and wastewater systems, buildings, and structures that are attached to or supporting such systems. Participates and/or leads project management involving infrastructure additions, modifications, and maintenance projects involving water and wastewater. May work on non-water-related facilities as needed.  |
| <b>20%</b>  | <b>ADMINISTRATION</b><br>Gathers, records, and maintains all information on water and wastewater system operation and performance as necessary. Communicates with, prepares and submits reports to all controlling and regulating agencies, as required. Prepares, submits, and maintains all records relative to facility maintenance and equipment. Prepares contract specifications for water and sewer related maintenance and construction projects and supervises contract progress. Promptly advises the PMC II of problems concerning contract implementation. Completes facility and equipment reports, and other paperwork as necessary to support the District Maintenance program. Participate and contribute to weekly safety meetings and take actions to prevent accidents. Participates in hazardous materials management. Participates in Material Safety Data Sheet, respirator, and confined spaces programs and training when required. Assists the PMC II and other department staff in the planning, construction and implementation of projects related to the water and wastewater field. Plans, organizes, schedules, and purchases materials and maintenance supplies for the maintenance of the water and wastewater systems. Manages supplies so that inventory remains abundant with enough repair materials to address any and all unexpected repair needs.. Completes all paperwork timely and efficiently. |
| <b>10%</b>  | <b>RESOURCE MANAGEMENT</b><br>Notifies PMC II immediately of any sewage or other hazardous spills and takes appropriate action as required. Reports all potential resource hazards and damage immediately. Assists staff as directed with resource management tasks. Is proactive in preserving the natural and cultural resources of the State of California. Works cooperatively with District specialists and is mindful of resource preservation in all maintenance activities. Works cooperatively with personnel in other classifications to meet the District's resource management goals and responds immediately to threats of fire, erosion, trespass, or encroachment. Is mindful of, and takes action to prevent, polluting activities. Seeks opportunities to promote environmental consciousness and encourage recycling. Monitors drought conditions and monitors the health of the wells.  |
| <b>MARGINAL FUNCTIONS:</b>  |  |
| <b>%</b>  | <b>TASK/DUTIES</b>   |
| <b>5%</b>   | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings, facilities maintenance operations, prepare administrative paperwork to meet operational needs.   |
| <b>TYPICAL WORKING CONDITIONS</b>   |  |
| Daily and frequent use of personal computer and a variety of office software applications at a workstation. Sit in a normal seated position for extended periods of time. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors. |  |
| <b>TELEWORK DESIGNATION</b>   |  |
| <b>This position is designated as: (Check one)</b>  |  |
| <input type="checkbox"/> Telemwork Eligible – Office Centered <input type="checkbox"/> Telemwork Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telemwork Eligible  |  |
| <b>SPECIAL REQUIREMENTS:</b>  |  |
| Grade T-2 & D-2 water treatment licenses are required. Possession of a valid class C driver's license is required. This is a uniformed position, and the incumbent will adhere to all uniform and grooming guidelines for the classification.   |  |

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

**SUPERVISOR STATEMENT:**

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

| <b>SUPERVISOR NAME (PRINT OR TYPE)</b> | <b>SUPERVISOR SIGNATURE</b> | <b>DATE</b> |
|--|-----------------------------|-------------|
|  |                             |             |

**EMPLOYEE STATEMENT:**

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

| <b>EMPLOYEE NAME (PRINT OR TYPE)</b> | <b>EMPLOYEE SIGNATURE</b> | <b>DATE</b> |
|--------------------------------------|---------------------------|-------------|
|                                      |                           |             |