

## **ENVIRONMENTAL SERVICES SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction supervises, assigns, reviews, and participates in the work of personnel engaged in compliance for the recycled water, cross connection, source control programs; directs and performs field inspections of construction work for developer and capital improvement projects related to water, recycled water and industrial waste; ensures work quality and adherence to established policies and procedures.

### **DISTINGUISHING CHARACTERISTICS**

This is the first-line supervisor level classification in the Engineering Division. Incumbents provide supervision to journey level staff and may independently perform high technical and specialized duties at a level beyond that found at a journey level. The incumbent coordinates with other District personnel in ensuring compliance with District, regional and state regulatory requirements. The incumbent is responsible for monitoring, tracking, coordinating and inspecting new and existing recycled water projects, the cross connection program and industrial waste program. Supervisory duties include assigning specific duties, ensuring completion and compliance with applicable standards, policies and procedures, as well as providing technical assistance, training, writing and conducting performance appraisals.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Engineering Manager (Planning & Water Resources) and/or the Assistant General Manager.

Direct supervision is provide to Engineering Inspectors I/II, and Engineering Technicians I/II.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Plans, schedules, evaluate and supervise the work assignments of the Cross Connection Coordinator, Recycled Water Coordinator, and Engineering Inspectors that are engaged in the recycled water, cross connection and industrial waste programs.
2. Plans, coordinates, administers, and supervises all work related to the inspection, construction, permitting, record keeping, notification and compliance of recycled water, cross connection and waste water pretreatment.
3. Coordinates with other District staff for the plan checking of proposed facilities related to these areas.

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### ***Essential Functions (continued):***

4. Coordinates with regulatory agencies, recycled water customers, and other District divisions, regarding recycled water and cross connection issues.
5. Maintains records concerning operations and programs; prepares reports on operations and activities; performs the more technical and complex tasks of the work unit including identifying, planning, organizing and scheduling the daily and long-term recycled water and cross connection activities.
6. Compiles weekly, monthly, quarterly and annual informational and regulatory reports.
7. Supervises staff in accomplishing assigned tasks; exercises principles of supervision, training, and performance management.
8. Stay apprised of State regulatory agencies; recommends new and or revised processes and procedures to work assignments.
9. Assists with resolution of technical and complex issues.
10. Prepares, analyzes, and maintains a variety of reports and records.
11. Write and conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline, and termination.
12. Interrelates effectively and diplomatically in all areas of employee relations, always projecting a professional image in keeping with the District's goals and objectives while exercising the highest degree of confidentiality.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in recycled water, cross connection and industrial waste; directs the incorporation of new developments into program areas, as appropriate.
14. Assists and participates in the development and administration of the Engineering and Operations Department's annual budget.
15. Reads, understands, and ensures compliance with the CVWD Safety Manual; attends safety meetings, as required; reports all accidents, violations, or infractions.
16. Represents the District at a variety of technically-related meetings/conferences and/or makes presentations to various organizations and groups.
17. Establishes and maintains effective working relationships with regulatory agencies, all District departments, and the public.
18. Regular attendance at the work site is required.

### **Marginal Functions:**

- I. Performs related duties and responsibilities as required.

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### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Current California laws and District rules and regulations pertaining to recycled water, cross connection and industrial waste. In particular the position required in-depth knowledge of Titles 17 and 22 of the California Code of Regulations, as related to backflow and recycled water, respectively.

Current regional and District regulations related to wastewater pretreatment.

Methods of research and data analysis

Effective oral and written communication skills

Relevant local, state and federal laws, regulations and guidelines.

Principles and practices of effective leadership and employee supervision, including training and performance evaluation.

Safety methods and regulations pertaining to all facets of utility work.

#### **Skill in:**

Operating a personal computer, printer and related software, word processing spreadsheets, databases, presentations, and internet research

#### **Ability to:**

Supervise, assign, inspect and evaluate the work of others.

Make independent technical decisions to maintain proper recycled water, cross connection and industrial waste processes.

Diagnose complex operating problems and take effective courses of action.

Communicate effectively, both verbally and in written formats.

Motivate and evaluate staff and provide for their training and development.

Develop and implement work standards.

Prepares and concise records, reports and other written materials.

Exercise independent judgment and initiative within established guidelines.

Establish and prioritize action items and multitask effectively.

Use creative thought to problem solve including the use of new and innovative technologies and techniques.

Participate in groups and committees that affect District operations, policies and procedures.

Use Microsoft Outlook including accessing forms within public folders, send and receive email and use the calendar and scheduling functions effectively.

Perform all related tasks with advanced journey-level skill.

### **REQUIRED QUALIFICATIONS**

#### **Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Five (5) years experience in the field of recycled water and cross-connection control, including two (2) years of lead and supervisory responsibility.

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### **Education/Training:**

Equivalent to graduation from the twelfth grade supplemented by college or vocational/technical training in construction management, water utility construction inspection, or a related field; or supplemented by college level coursework in chemistry, biology, environmental science, or water/wastewater technology; or supplemented by courses dealing in cross connection device testing or cross connection control.

Training in procedures relating to recycled water and cross connection applicable rules and regulations and standards applied to recycled water installations.

### **Certificate:**

Possession of a valid D3 Distribution System Operator Certificate issued by the State Water Resources Control Board (SWRCB).

Possession of a valid San Bernardino County Department of Public Health Certified Backflow Prevention Device Tester.

Possession of a valid Cross Connection Control Program – Specialist Certificate issued by the American Water Works Association.

Possession of a valid T2 Water Treatment Operator Certificate issued by the State Water Resources Control Board (SWRCB).

Possession of a valid Grade II Sewer Collection System Operator Certificate issued by the California Water Environmental Association.

Possession of a valid Grade I Conservation Practitioner Certificate issued by American Water Works Association.

Possession of a valid Grade I Environmental Compliance Inspector “Industrial Waste Inspector” issued by the California Water Environment Association.

### **License:**

Possession of a valid State of California Class C driver’s license and a satisfactory driving record.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

### **Environmental Conditions:**

Indoor and outdoor environment; field and construction site environment; work in inclement weather conditions, work with potable, sewer and recycled water systems; travel from site to site; works near moving equipment and heavy traffic, in confined spaces such as trenches, pipelines, manholes and vaults, and on uneven or slippery surfaces; work in a standard office setting; frequent interaction with District staff and general public.

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### **Physical Conditions:**

While performing the duties of this job, the employee is required to maintaining physical condition necessary for stooping, kneeling, squatting, standing, bending, reaching, twisting, pushing, pulling, lifting and walking for long period's time, on loose soils, slops, and uneven surfaces; is also frequently required to stand and talk or hear; and walk or sit; be able to operate assigned vehicles; and also operate tools and equipment weighing up to 40 pounds without assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

### **Mental Conditions:**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing and intensive deadlines; and interact with officials, other District staff, and customers.

### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

### **Hearing:**

Hear in normal audio range with or without correction.

**JOB STATUS:** Exempt  
**DATE ADOPTED:** August 2017  
**DATE MODIFIED:** July 2021