

City of Signal Hill

Water Systems Supervisor

Bargaining Unit: SHEA

Revision Date: March 10, 2026

CENTRAL PURPOSE OF THE JOB

Under general direction, the Water Systems Supervisor plans, coordinates, supervises, and participates in the daily operations, maintenance, construction, and repair of the City's water production, treatment, and distribution systems. This position ensures compliance with state and federal water quality standards and provides leadership and training to water operations staff. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Water Systems Supervisor is a working supervisor responsible for leading field crews while also ensuring regulatory compliance and operational integrity. This classification is distinguished from the Water Systems Superintendent, who is responsible for broader administrative, budgetary, and strategic oversight of the Water Division.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following characteristic duties, responsibilities, knowledge, skills and other characteristics. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plan, schedule, assign, and supervise daily water system operations and maintenance tasks including wells, backflows, reservoirs, pump stations, pressure regulation, metering, flushing, valve maintenance, treatment, and distribution system repairs.
- Monitor and enforce compliance with all applicable water quality, safety, and environmental regulations (e.g., DDW, SWRCB, EPA, SCAQMD, NPDES).
- Supervise, train, mentor, and evaluate staff including Water Operators and Water Maintenance Workers.
- Maintain and ensure proper function of SCADA systems and other automated water system technologies.
- Ability to independently operate a D4/T3 water system facility including a Reverse Osmosis plant with granular activated carbon filtration system.
- Responsible for timesheet management and proper distribution of workload, including off-hours and overtime scheduling for staff being supervised.

EXHIBIT A

- Prepare and review reports and records including daily operational logs, water sampling results, meter readings, and annual Consumer Confidence Reports (CCRs).
- Coordinate customer service, water sampling, valve exercising, hydrant flushing, backflow testing, cross-connection control programs and other programs as assigned.
- Provide inspection of water systems installed during Capital Improvement Projects or development related improvements as required.
- Inspect field work to ensure safety and quality; respond to emergency water system issues including main breaks, pump failures, and water quality complaints.
- Provide input into the budget, asset management plans, capital improvement project development, and procurement of supplies and equipment.
- Participate in on-call rotations and respond to after-hours emergencies as needed.

Minimum Training and Experience

Any combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical way of obtaining the required qualifications is to possess:

Experience: Five (5) years of progressively responsible experience in water system operations, maintenance, or distribution, including at least two (2) years in a supervisory or lead capacity.

Education: High school diploma or equivalent is required

Licenses and Certification:

- Valid California Class C driver's license, acceptable driving record, and evidence of insurance are required.
- Class B California driver's license must be obtained within the first 12 months of employment.
- Possession of a valid Grade IV Water Distribution Operator Certificate (D4) issued by the California State Water Resources Control Board (SWRCB) is required.
- Possession of a Grade III (T3) Water Treatment Operator Certificate is required.

Desirable Qualifications:

- Completion of 30 semester units of coursework in water technology, environmental science, or a related field is desirable.
- Backflow Prevention Assembly Tester Certification (or ability to obtain within 12 months) is desirable.
- Cathodic Protection Technician certification issued by the National Association of Corrosion Engineers (NACE) is desirable.

EXHIBIT A

Position is subject to call-out during regular off-time hours to assist in emergency repair and maintenance situations according to guidelines in place as outlined in the applicable Personnel Rules and Memorandum of Understanding (MOU).

Knowledge and Abilities Required to Perform Essential Job Functions

Knowledge of:

- Principles and practices of potable water production, distribution, and treatment.
- Relevant laws and regulations including Title 22, California Health and Safety Code, Safe Drinking Water Act, and AWWA standards.
- Methods, materials, tools, and equipment used in the operation, maintenance, and repair of water systems.
- Principles of employee supervision, training, and performance evaluation.
- Cross-connection control and backflow prevention.
- SCADA, GIS, and computerized maintenance management systems (CMMS).

Ability to:

- Supervise and lead staff effectively in a team environment.
- Troubleshoot and resolve technical and operational issues.
- Interpret and apply complex regulatory requirements.
- Read and interpret engineering drawings, maps, and technical specifications.
- Communicate effectively, both verbally and in writing.
- Prepare accurate reports and maintain detailed records.
- Respond to emergency situations calmly and efficiently.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of other employees.
- Ability to provide instruction and guidance to staff.
- Ability to recommend the transfer, promotion, salary increase, discipline or discharge of staff.
- Ability to assess the work of employees and write performance appraisals.
- Ability to promote staff development and motivation.
- Ability to analyze problems that arise in the areas under supervision and recommend solutions.

Mathematical Ability:

- Ability to add, subtract, multiply and divide.
- Ability to calculate decimals, ratios, percentages, fractions, volumes and spatial relationships.

Judgment and Situational Reasoning Ability:

- Ability to utilize functional reasoning and apply rational judgment in performing diversified work activities.

- Ability to exercise independent judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria.
- Ability to research and evaluate products and materials for suitability of applications.
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards; ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy, record and transcribe data; ability to classify, compute and tabulate data.

Language Ability and Interpersonal Communication:

- Ability to train/lead/collaborate with others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information, such as technical operating manuals, procedures, guidelines, plans, specifications, codes and other laws.
- Ability to communicate effectively with coworkers and the general public, both verbally and in writing.
- Ability to counsel, mediate, and/or provide first line supervision; ability to persuade, convince and train.

Physical Requirements:

- Must be able to work in both office and field environments, including inclement weather, confined spaces, and around moving equipment and chemicals.
- Must be able to lift and carry up to 50 pounds and perform manual labor when necessary.
- May be required to respond to emergencies after hours, on weekends, and holidays.
- Ability to operate heavy equipment and machinery requiring complex and rapid adjustments, such as the use of hand tools, mechanical equipment, power tools, and the operation of vehicles in a safe and effective manner.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements, such as assembling, drilling, grinding, cutting, painting or the operation of heavy equipment.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

Environmental Adaptability:

Employees partly work in an office environment and partly work in and around public works facilities and systems and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

Working Conditions:

- May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

ADDITIONAL INFORMATION:

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.