



CITY OF BANNING, CALIFORNIA

Water Crew Supervisor (Production Specialist)

Job Code: 4160

FLSA ☐ Exempt ☒ Non-Exempt

JOB DEFINITION: Under general supervision, performs a variety of duties associated with providing safe, potable water to the public, keeping reservoirs full and maintaining the City's well sites in good operating condition.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Participates and leads assigned staff engaged in providing safe, potable water to the public, keeping reservoirs full and maintaining the City's well sites in good operating condition. Provides production data, sampling and turbidity reports and water table level information to upper management. Reads, inspects, monitors and adjusts the water production system. Maintains reservoir levels and shifts water to desired pressure zones. Maintains chlorine injection systems and monitors chlorine residuals in the system.

Installs and operates the SCADA telemetry system. Provides pumping data for State Health Department. Orders repair parts, chemicals and supplies required to operate and maintain the production system. Collects bids for Water Division projects. Creates, maintains and files memos, reports and water production documentation. Responds to water quality and pressure complaints by citizens.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of water production practices and procedures.
- Knowledge of customer service techniques and methods.
- Knowledge of file and record management principles.
- Knowledge of safety practices in confined space, traffic control, and trench safety.

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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CITY OF BANNING, CALIFORNIA

Water Production Specialist (Production Specialist)

Job Code: 4160

MINIMUM QUALIFICATIONS: A high school diploma or GED **AND** three (3) years of water production experience.

ADDITIONAL REQUIREMENTS: Must have at the time of application and must maintain a California State Department of Health Services license in Water Treatment Grade T-2, Distribution Grade D-2 and class B California commercial driver license. May be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back or stand-by schedule.