



## Fair Oaks Water District Job Description

### Water Supply Superintendent

DEPARTMENT: Water Supply Operations  
FLSA STATUS: Exempt  
DIRECTLY REPORTS TO: Assistant General Manager  
DIRECTLY SUPERVISES: Water Supply Operator  
JOB DESCRIPTION DATE: January 1, 2026  
ANNUAL SALARY RANGE: \$102,169.60 - \$137,945.60  
JOB CLASSIFICATION: Regular Full-Time, Safety Sensitive

#### **General Statement of Job**

Under direction of the Assistant General Manager, this position plans, organizes, directs and coordinates the water supply functions of the Fair Oaks Water District (FOWD); ensures implementation of all FOWD policies, procedures, regulatory requirements and safety programs relative to water supply and quality activities; performs complex tasks in the area of water quality compliance and regulations, cross-connection control and any other related duties that may be required.

#### **Essential Functions**

*The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Responsible for the water supply and quality functions; supervises the coordination of water supply activities with other FOWD functions.
2. Responsible for development of FOWD staff relative to water quality, water supply, and cross-connection.
3. Proficient in the understanding and implementation of the California Safe Drinking Water Act and Division of Drinking Water (DDW) rules and related laws.
4. Responsible for regulatory compliance relative to the FOWD's water supply permit.
5. Supervises, plans, organizes, coordinates, directs, monitors, and evaluates the work of water supply and quality staff, other department staff, and consultants.
6. Uses working knowledge of water quality sampling techniques and requirements.
7. Oversees and performs tasks to ensure compliance with water quality and environmental regulations within the FOWD. Initiate corrective action for procedural or process deficiencies.
8. Updates and executes water quality monitoring and operation plan to ensure compliance with the regulatory requirements and achieve FOWD water quality objectives.
9. Updates, maintains, and executes Cross-Connection Control program and records.
10. Updates, maintains, and executes system flushing program, hydrant testing, and flushing equipment, dichlorination chemical stock, and records.

11. Maintains district databases that may include but are not limited to source and system water quality, water quality compliance database, water quality complaints, cross-connection program, etc., as directed by the Assistant General Manager.
12. Performs the duties of Safety Coordinator as described in the FOWD Illness and Injury Prevention Program Handbook; notes safety issues, reports, and regulations to the Operations Manager, promotes FOWD safety and compliance at all times.
13. Trains employees and updates management on new California / Federal OSHA regulations and procedures.
14. Responsible for ensuring all necessary materials, parts and tools are available for efficient water supply and quality operations.
15. Responsible for quality control of all documents produced by Water Supply and Quality staff.
16. Reviews and approves time reports and leave requests in accordance with FOWD policies and procedures.
17. Prepares employee performance evaluations for submittal to the Assistant General Manager.
18. Confers regularly with the Assistant General Manager on matters of policy and short and long-term planning; works on special projects as required.
19. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for the procurement of equipment, materials, and supplies; assists with long range planning of FOWD operations and maintenance.
20. Responds to customer's water quality concerns and complaints, maintains documentation, and provides follow-up.
21. Monitors drinking water guidelines and standards as published by the State Water Resources Control Board, Division of Drinking Water, Environmental Protection Agency, American Water Works Association, and local authorities; follows and enforces such guidelines and standards to provide safe drinking water that meets regulations.
22. Prepares reports for compliance purposes that may include, but are not limited to: DDW monthly, quarterly, and annual report, Consumer Confidence report, etc.
23. Conducts data analysis, summarizes data with tables and graphs, and prepares reports and presentations to explain causes and effects on water quality as required by the Assistant General Manager.
24. Coordinates with FOWD staff as necessary to ensure water supply/quality standards and goals are achieved.
25. Recommends updates and changes to important items not covered by existing policies to the Assistant General Manager.
26. Provides directions to Water Quality, Water Production and Field Customer Staff as required.
27. Participates in the selection of staff; provides or coordinates staff training and development.
28. Promotes the FOWD's succession plan by developing staff.
29. Adheres to all policies, procedures, and standards of FOWD and pertinent federal, state, and local laws relating to position functions.
30. Provides budget support data for duty, equipment, and maintenance of water quality and cross-connection.
31. May receive direction from the Operations Manager as required.

## **Other Duties**

1. Operates a truck or other light equipment.
2. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
3. May be required to perform safety inspections and provide documentation to Assistant General Manager.
4. Stocks vehicle to ensure materials are on hand for each job; maintains a truck tool inventory.
5. Performs other related duties that may be required.

## **Job Standards/Specifications**

### **Knowledge of:**

- Equipment tools, material, and methods used in the operation and maintenance of pumps, panels, chlorinating equipment, electric motors, and motor control centers.
- Ground water wells and deep well turbine pumps.
- Hydraulics and practiced in the waterworks industry.
- Waterworks construction practices and materials, well construction methods, deep well turbine pumps, submersible pumps, motor controls, switchboard controls, and metering devices.
- Water treatment processes.
- SCADA systems.
- Basic human resource management procedures, practices, and laws.
- Principles used in the design of water systems.
- Laws, regulations, and ordinances applicable to work water supply and quality.
- Cross-connection control regulations and how they apply to the waterworks industry.
- General landscaping, irrigations techniques, methods, and troubleshooting.
- Mathematical principles related to water measurement and distribution systems.
- Principles of Water safety.
- Microsoft Office software applications.
- Principles of budget development and expenditure control.
- Principles of supervision, training, and management.

### **Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Interpret pertinent laws, rules, regulations, policies, and procedures.
- Plan, organize, manage, and administer the water supply and quality functions of the FOWD.
- Oversee the establishment and maintenance of certification, training, and work safety.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements.
- Effectively represent FOWD water supply and quality functions with the public, contractors, and other organizations.
- Track and maintain clear records.
- Supervise, train, and evaluate staff.

## **Typical Physical Activities**

- Manual labor requiring continuous bending, kneeling, lifting, and use of manual and power tools.
- Travel regularly by vehicle for FOWD related duties and activities.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing, and lifting/carrying.
- Lift, carry, push, and pull objects weighing 100 pounds.
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and shovel.
- Differentiate between and perceive color, sound, smell, taste, texture, and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses, as necessary.
- Ability to hear low tones or direction over loud noises.
- Supervise, train, and evaluate staff.

## **Environmental Factors**

- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in hard manual labor in temperatures between 80 or more degrees.
- Wetness: May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.

## **Desired Qualifications**

- Minimum six years' experience of progressive experience in water distribution and treatment experience.
- Six years of experience in a supervisory or lead capacity leading a team of multiple employees.
- Formal Human Resource training.
- Bachelor of Science Degree in related technical field desired.
- Working knowledge of Microsoft Office software applications.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

## **Required Licenses/Certifications**

- California Water Distribution Operator Grade IV.
- California Water Treatment Plant Operator Grade II.
- California Certified Cross Connection Control Specialist - within one year of employment.
- California Certified Backflow Prevention Assembly Tester - within one year of employment.
- Graduation from high school and advanced education courses.
- Valid California Driver's License.

*Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations.*

**I have received, read, and understand the above job description.**

Name (Please Print):

Signature:

Date:

Manager:

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date: