



# Placer County Water Agency Employment Opportunity

## OPEN & COMPETITIVE

**POSITION: DISTRIBUTION SUPERVISOR**

**DEPARTMENT: TECHNICAL SERVICES —  
WATER QUALITY DIVISION**

**DATE POSTED:** March 13, 2012

**FINAL FILLING DATE:** March 30, 2012

**SALARY RANGE:** \$29,481 - \$37,626 hourly; \$5,110 - \$6,522 monthly \$61,320 - \$78,262 annually

### ABOUT THE POSITION:

**Examples of Duties:** The Distribution Supervisor at PCWA supervises the treated water distribution system operations staff and performs a wide variety of administrative and technical duties associated with the treated water distribution system. Responsibilities include planning, scheduling, supervising and assigning work to distribution operations employees; inspecting the installation of and testing backflow devices and conducting field surveys to verify customer compliance with cross-connection rules and regulations; performing the more complex and difficult tasks associated with treated water distribution systems; preparing and submitting reports and recommending corrective action pertaining to cross-connections; operating wells, pressure regulating and altitude stations and pump stations to maintain adequate pressure and storage levels throughout the pressure zones; reporting and logging operations including test results, maintenance work performed and unusual operating conditions or results; coordinating normal and abnormal operating flow changes and conditions with treatment plant operations and water quality staff; coordinating routine and emergency distribution system repairs and other unusual conditions; inspecting/checking system valves, piping, pumping and flow measurement stations; running fire flow tests, directing or assisting Water Quality Personnel in taking bacteriological samples and performing regulatory compliance sampling as necessary; determining system conditions by evaluating plant production records, meters, gauges and charts; utilizing SCADA personal computers and laptop computers to monitor, evaluate and make control changes to maintain adequate system flows and pressures; preparing a variety of special reports and studies associated with distribution facilities; organizing and conducting regular, ongoing safety training and reviews; and, participating in the development, editing and utilization of emergency response plans.

### QUALIFICATIONS:

**Knowledge of:** Applicable laws, rules and regulations pertaining to cross connection control; AWWA standards for distribution system operation and procedures; EPA/CDPH laws, rules, regulations and guidelines for operating and maintaining a distribution system and for storing treated drinking water; operation of pump/motor sets; pressure reducing valves and pilots, altitude valves, pressure relief valves and AVRVs; distribution systems operation, maintenance and design; microbiological quality control; emergency response plans and procedures; state, federal and local water quality regulations and reporting requirements; supervisory principles and practices; safe work practices and safety regulations; practical familiarity with treatment plant and distribution system design; water utility management; safety and public health related to drinking water distribution; and SCADA computers to monitor, evaluate and perform control changes to proactively correct problems or potential problems within the distribution system.

**Ability to:** Work unusual shifts including weekends, evenings and holidays, as required, and, if necessary, perform assigned standby duties on a regular, rotating basis; communicate effectively both orally and in written form; supervise, train, coordinate and evaluate subordinate employees; use with proficiency a variety of hand and power tools and equipment; perform standardized water quality tests and sampling; recognize unusual, inefficient or dangerous operating conditions; interpret electrical, communication/control, piping and other diagrams and drawings; use a personal computer and word processing software to prepare clear and concise reports; identify distribution system deficiencies and develop strategies and solutions independently or as part of a team; respond in person, orally or in writing to customer complaints pertaining to distribution system pressures and volumes as well as basic water quality complaints or questions; operate a motor vehicle safely; operate a forklift safely; and analyze operations and take appropriate actions quickly in emergency situations.

**Education and Experience:** Sufficient education, training and experience to demonstrate the knowledge and abilities listed above. These would normally be acquired by completion of high school and specialized training in water distribution plus four years of increasingly responsible and independent operation and maintenance of a treated water distribution system or an equivalent combination of education, training and experience.

**License(s)/Certification:** Must possess a valid California driver's license with an acceptable driving record. Must possess and maintain a Grade 5 California Certificate in Water Transmission and Distribution or be able to obtain a Grade 5 certificate within two years of appointment to the position. Must possess and maintain a Cross Connection Specialist Certification from AWWA.

## About Placer County Water Agency

The water agency encompasses the entire, 1,500-square-mile boundary of Placer County, ranging from the rim of the Sacramento Valley on the west to the Sierra Nevada and Lake Tahoe on the east. PCWA is headquartered in Auburn, the county seat of Placer County, in California's beautiful Gold Country. PCWA carries out a broad range of responsibilities including water resource planning and management, retail and wholesale supply of irrigation water and drinking water and production of hydroelectric energy.

### HOW TO APPLY

**Filing Applications:** Applications can be obtained in person at PCWA's office, 144 Ferguson Road, Auburn, CA 95603, by phone, or downloaded from website at [www.pcwa.net](http://www.pcwa.net). Agency's mailing address is: P.O. Box 6570 Auburn, CA 95604. Telephone: (530) 823-4958.

A PCWA application form must be filled out completely and must clearly show experience, training and/or education which indicates that qualifications are met. A supplemental questionnaire may be required for some positions. Please see the examination section below for a complete description of the examination process.

**Original applications and responses to supplemental questions must be received in the Human Resources Division of PCWA by 5:00 p.m. on the final filing date (postmarks are not acceptable).**

**Examination:** The examination process will consist solely of the supplemental questions. Candidates who receive a passing score on the supplemental questions will have their names placed on the eligible list and may be considered for vacant positions within this job classification.

**Medical Exam:** All candidates, before being hired, will be required to take a physical exam at Agency expense.

**Selection:** Final appointment is contingent upon a background check, which may include a credit check.

**Probationary Period:** All employees must serve a one-year probationary period.

### EMPLOYMENT BENEFITS

**Vacation:** Vacation is earned at 10 days per year (minimum), increasing to a maximum of 25 days for over 20 years of service (dependent on the bargaining unit).

**Holiday:** 10 paid holidays per year and 3 floating holidays per calendar year.

**Sick Leave:** A maximum of 12 working days of sick leave are earned each year – unlimited accumulation.

**Medical, Dental & Vision Plans:** A variety of medical plans are offered to employees and dependents through PERS Health. Dental and vision care are also offered to the employee with premiums fully paid by the Agency. Dental and vision for dependents is offered at an additional charge. Long term disability is offered to employees with premiums paid by the Agency.

**Life Insurance:** Group term life and accidental death and dismemberment (AD&D) insurance is available to employee at no cost. Employee may purchase additional AD&D insurance at a nominal cost.

**Retirement:** PERS will be integrated with Social Security, with the Agency paying the PERS contribution for the employee.

**Other Benefits Available:** Deferred compensation plan, Section 125 flexible spending plan, credit union membership, SDI and Long Term Care.

**Salary:** The beginning and maximum salary rates are shown on the employment announcement. Employees with satisfactory service normally receive salary increases of approximately five percent after successfully completing a one-year probationary period. Further increases are based on performance up to the maximum.

Administrative Services Department  
Human Resources  
--Equal Opportunity Employer--

VISIT THE AGENCY'S WEBSITE AT  
[www.pcwa.net](http://www.pcwa.net)



## SUPPLEMENTAL APPLICATION QUESTIONS

### SELECTION PROCESS INSTRUCTIONS

The following questions comprise the first component of the selection process for the Distribution Supervisor position and are intended to assist you in presenting your qualifications. Your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process. Please be complete and specific in answering the questions. A resume may be submitted along with your application but will not be accepted in lieu of your response to these supplemental questions. Applications submitted without a response to the supplemental questions will not be evaluated.

This recruitment may be used to fill current and future vacancies for Distribution Supervisor positions.

### SUPPLEMENTAL QUESTIONS

1. Do you currently possess a Grade 5 California Certificate in Water Transmission and Distribution?

\_Yes \_No

If you do not currently possess a Grade 5 California Certificate in Water Transmission and Distribution, if appointed to the Distribution Supervisor position, are you willing and able to obtain this Certificate within two (2) years of appointment to the position?

\_Yes \_No

2. Do you currently possess a Cross Connection Specialist Certification from AWWA?

\_Yes \_No

3. Please list the California Certificates in Water Transmission and Distribution that you currently possess:

4. If appointed to the Distribution Supervisor position, are you willing and able to work unusual shifts including weekends, evenings and holidays, as required, and, if necessary, perform assigned standby duties on a regular, rotating basis?

\_Yes \_No

5. Please describe your experience operating and maintaining a treated water distribution system. In your response, please address: A) The organization(s) at which your treated water distribution system experience was acquired; B) A summary of your duties and responsibilities; and C) The number and job titles of staff you have supervised, if any.