



Well Ordinance Supervisor I/II

Class Code:
471,472

DEFINITION

Under direction, the Well Ordinance Supervisor at level I or II plans, schedules, supervises and coordinates the field and office activities of Engineering Technicians in support of groundwater management and protection programs; administers Well Ordinance programs; develops updates to ACWD's Well Ordinance, standards, and procedures; serves as project engineer on assigned projects; confers with engineering staff, consultants, property and business owners, other agencies and the general public to advise and/or assist with ACWD's Well Ordinance programs or other groundwater issues; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The classifications in this series are distinguished from other engineering supervisors by the specific responsibilities for supervision of technical staff and administration of groundwater management, groundwater protection, and Well Ordinance programs.

Well Ordinance Supervisor I is the entry level in this specialized supervisory series. Under close to general direction within a framework of established policies and procedures, an incumbent performs a full range of routine work activities and supervisory responsibilities, while learning the more complex activities performed by the Well Ordinance Supervisor II. Assignments are given in general terms and are subject to frequent review while in progress and upon completion. There is some latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the Engineering Technician III in that the latter is the highest working level class performing field and office technical assignments and reports to this class. This class is distinguished from the fully-experienced Well Ordinance Supervisor II class by the more routine nature and limited complexity of work assignments and the higher level of supervision received. These classes are flexibly staffed. Upon recommendation of the immediate supervisor and approval by the department manager, an incumbent Well Ordinance Supervisor I may advance to Well Ordinance Supervisor II after meeting the qualifications for the higher level as defined.

Well Ordinance Supervisor II is the fully-experienced level within this specialized supervisory series. Under general direction within a framework of established policies and procedures, an incumbent performs the full range of routine to complex duties and responsibilities of the position. Assignments are given in general terms and subject to periodic review while in progress and upon completion. There is significant latitude for discretion and independent judgment in the selection of work methods to achieve established goals.

This classification is distinguished from the Well Ordinance Supervisor I in that the latter is the entry level in this specialized supervisory series and performs duties and responsibilities that are more routine in nature under a higher level of supervision. This classification is distinguished from the Groundwater Resources Manager in that the latter is a division manager with responsibility for District-wide groundwater management and protection programs, including Well Ordinance related programs.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Reviews ACWD's Well Ordinance standards, procedures, and instructions and develops recommendations to update these documents.
- Reviews well permit applications, engineering plans, specifications and other materials related to groundwater production and protection; performs record searches; and reviews proposals and reports for conformance with well standards.
- Leads, organizes, trains, schedules, and assigns staff to conduct field inspections of well construction, well destruction, and other drilling activities, water sampling, and water level measurements; reviews driller's reports and field inspection records for conformance with well standards; and spot checks field locations as needed to verify compliance.
- Confers with engineering staff and consultants, property and business owners, other public and community agencies, and the general public to advise and assist with ACWD's Well Ordinance programs or other groundwater issues; represents the District in meetings with the public, contractors, consultants, and other organizations.
- Assists in preparing the annual budget request for the work unit; estimates staffing and capital equipment needs based upon recent trends and planned activities; develops permit fees to recover a portion of field-related costs; monitors expenditures after budget adoption; reviews requisitions for purchase of materials or supplies.
- Participates in the interviewing and hiring of new staff; prioritizes, assigns and reviews work, approves time off and prepares employee performance evaluations.
- Prepares, verifies, and directs the maintenance of a variety of records and reports; supervises issuance of permits to persons or businesses that meet all requirements of ACWD's Well Ordinance; utilizes computerized database applications to record, track and report on program activities.
- Prepares and/or signs a variety of letters to other agencies, well owners, or property owners detailing required or recommended actions related to the location, construction, and/or destruction of wells, boreholes, and other excavations.
- Participates in or coordinates replenishment assessment, aquifer reclamation, or other groundwater monitoring projects and/or groundwater protection programs as assigned.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience: Possession of a Bachelor's degree from an accredited college or university with a major in engineering, geology, hydrogeology or related technical field or an Engineer-In-Training Certificate, and

Well Ordinance Supervisor I: Four (4) years of full-time experience in a professional capacity performing technical work related to engineering or geology with at least two (2) years in a lead capacity directing the work of others.

Successful completion of the District's Pre-Supervisory Training Program may be substituted for the two (2) years in a lead capacity directing the work of others

Well Ordinance Supervisor II: Two (2) years of full-time experience as a Well Ordinance Supervisor I with the District or its equivalent.

California State Registration as a Professional Engineer or Professional Geologist is desirable.

Knowledge, Skills and Abilities:

Thorough knowledge of: mechanical and hydraulic principles related to the design, installation and repair of groundwater production wells, monitoring wells, measuring devices and pumping systems; methods and techniques of sampling groundwater; operation of large volume meters and pumping systems; practices of effective employee supervision and personnel management; pertinent Federal, State, District and local laws, ordinances, codes and regulations governing wells and drilling activities; safe work practices as they relate to the position and the ability to identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.

Skill and Ability to: Plan, organize and schedule an effective technical field work program; analyze, recommend and implement improvements to ordinances, standards, policies, and procedures; use initiative, resourcefulness and sound judgment in dealing with the public; plan, assign and supervise the work of subordinate staff; set and adjust priorities in order to get necessary work accomplished with minimum delay; effectively use job-related computer systems and applications including word processing, spreadsheet and database software; maintain detailed and accurate records; prepare a variety of written memos, letters and reports that are clear and concise; establish and maintain effective working relationships with those contacted in the course of the work; and perform the essential functions of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential functions of the job require the ability to sit for extended periods of time when performing office tasks; reach above or below shoulder height; finger dexterity to operate a computer and other office equipment; speak and hear in person and on the phone and to communicate orally in one-to-one and group settings; see sufficiently to perform assignments;

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periodically drive a vehicle from site to site; traverse uneven terrain, stand for long periods of time, climb, bend and/or crawl into confined spaces or climb a ladder to conduct inspections under a variety of climatic and geographic conditions in a field environment with potential exposure to loud noise, chemicals, fumes and other environmental substances; and frequently lift and/or carry objects weighing up to 25 pounds and occasionally up to 55 pounds.

Revised: 03/15

Approved: 
Human Resources/Risk Manager