



San Juan Water District  
9935 Auburn Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Position Description

### Pump Station Lead Worker

**Status:** FLSA Non-Exempt, Confidential in Nature & Safety Sensitive  
**Supervisor:** Field Services Manager  
**Effective Date:** March 10, 2026

#### **Supervision Received and Exercised**

Receives general direction from the Field Services Manager, to supervise the general maintenance and operation of the booster pump stations and water storage facilities, operates and manages the distribution system pressure zones, and exercise direct supervision over the Pump Station Technician, Pump Station Operator, and Utilities Coordinator.

#### **Primary Function**

To plan, organize, direct and supervise the District's booster pump stations and water storage operations and maintenance personnel. Supervise, plan, and organize the operation and maintenance of the District's booster pump stations and water storage facilities. Manage the operation of the distribution system pressure zones, develops and incorporates strategies to optimize distribution system performance. Supervise the Cross Connection Control Program, Distribution Bacteriological Sampling Site Program including Lead and Copper Rule. Perform duties requiring a wide variety of specialized knowledge, such as regulatory compliance and supervision, administrative support to the Field Services Manager, training of distribution operators in the operation and maintenance of the pump stations, water storage facilities, and pressure reducing stations and cross connection control surveys.

#### **Essential Duties** - *Duties may include but not limited to the following:*

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the operation and maintenance of the District's distribution system; implement policies and procedures.
- Plan, prioritize, direct, supervise and review the work of staff involved in field services operation and maintenance activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Operate and manage the distribution system pressure zones. Monitor, interpret and make appropriate set point changes to water pressure via Supervisory Control and Data Acquisition (SCADA) system; maintain distribution system efficiency logs; oversee and evaluate system pressure recorder data each month. Develops and incorporates strategies to optimize the operation of Kokila Reservoir and Los Lagos and Mooney Tanks; monitor chlorine residual at these sites and dose as needed using a portable disinfection boosting system.
- Plan, supervise, and coordinate all preventative maintenance and repair projects for District booster pump stations, pressure reducing valves, standby generators and Kokila, Los Lagos

and Mooney Tanks and equipment. Maintain accurate logs utilizing CMMS; inspect and adjust all pump station equipment on a scheduled or as needed basis; research and order equipment, tools, and parts as needed. Observe and enforce the District's safety policies and procedures; perform hazard assessments on tools and equipment as needed.

- Supervise the District's monthly Distribution Sample Monitoring and associated reporting. Take bacteriological samples and conduct standardized tests for chlorine residual using chemical testing tools and equipment. Maintain and send reports on a monthly/quarterly basis to the State Water Resources Control Board, Division of Drinking Water (DDW).
- Supervise the Cross Connection Control Program. Oversee the testing of the District's residential and commercial backflows; conduct cross connection control surveys on a scheduled or as needed basis.
- Oversee service personnel providing customer service, USA support and contractor coordination related to the water distribution system.
- Assist Distribution Lead Workers with their duties, when requested.
- Plan and conduct weekly tailgate meeting and other related meetings.
- Assist with capital and O&M budget recommendations.
- Submit justifications for various pump station operation activities, and monitor and control related expenditures.
- Develop and work in effective cross-functional teams with other District departments to meet objectives and goals developed by those teams, the District Directors, General Manager, and Board of Directors.
- Attend special training as needed, to stay current with the growing regulatory demands of the industry.
- Develop schedules and methods to accomplish assignments; ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the performance and growth of staff, recommending improvements and training modifications and opportunities.
- Provide and coordinate staff training; work with employees to correct deficiencies, prepare documentation as necessary.
- Sustain the District's Succession Plan and develop subordinate employees.
- Prepare material requisitions and material usage lists.
- Assist the Engineering Department during design and construction of Wholesale and Retail projects and Master Planning.
- Promote positive customer service relations and offer coaching in customer relations, procedures, and techniques for assigned staff.
- Develop and maintain SOP's with the Field Services Manager for all operational, maintenance, and emergency functions for the Districts pump stations etc.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles and practices of technical and functional supervision and training.
- District and State of California policies, rules, regulations and procedures.
- General and specific principles of water distribution system hydraulics and related facilities.
- Principles and practices of water quality sampling techniques and requirements.
- Methods, material, equipment, and tools used for the operation and maintenance of pump stations and pressure reducing stations.
- Principles and practices of supervision, training and performance evaluations.
- Leak detection and locating equipment.

- Safe work practices and knowledge of General Industrial Safety Orders that apply to the operation and management of drinking water systems.
- Incident Command System (ICS) in the National Incident Management System (NIMS).
- Modern office procedures, methods and computer equipment, including the computerized maintenance management system.
- Principles and practices of customer service.
- Principles and practices of cross connection control.

*Ability to:*

- Diagnose and address water quality issues at the District's water storage facilities.
- Provide technical and functional supervision over assigned staff; effectively train staff.
- On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; and explain jobs to others.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation.
- Perform complex duties related to the maintenance and repair of the District's pump stations.
- Work effectively under time deadlines.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Prepare work schedules; organize schedule and coordinate the work of others.
- Prepare and maintain records of scheduled work.
- Utilize strong math skills.
- Proficiently use computers and applicable software (CMMS/SCADA).
- Work long hours including evening hours and perform standby duty.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted.

*Experience and Education:*

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school supplemented with training in water quality and distribution system principles and practices.

Experience:

Minimum three years of responsible experience equivalent to Distribution Operator IV with San Juan Water District.

*License or Certificate:*

Possession of a Grade IV Water Distribution Operator's Certificate issued by the State of California Department of Health Services.

Possession of a Grade II Water Treatment Plant Operator's Certificate issued by the State of California Department of Health Services.

Possession of a Backflow Tester Certification and Cross Connection Specialist Certification.

**Physical Capabilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Climbing/Stooping/Kneeling			✓	
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift	75 Pounds	50 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	66 Percent Indoors, 34 Percent Outdoors in Inclement Weather			