

CITY OF LAKE ELSINORE

LAKE OPERATIONS SUPERVISOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, supervises the maintenance and operations of the Lake, City Beaches, boat launch facility, lade edge clean-up, buoy maintenance, levee maintenance, monitors wetland habitat, water quality, nutrient and bacterial levels and may participate in lake or water related community task forces, committees and other lake issues; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a position which provides front line supervision over the assigned maintenance and operation activities and includes water testing, water analysis and lake nutrient level monitoring. May work weekends and special events.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Parks and Recreation Director. Exercises indirect supervision over lead workers and maintenance personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Supervise and participate in the routine activities of the lake crews, volunteers and contractors; operate lake and parks equipment in the routine maintenance and operation of the lake, beaches and facilities.
- Schedule and outline work projects according to general instruction; inspect work projects in progress and on completion to insure conformance to established work standards. Ensures that inventory of materials equipment, and supplies are maintained at levels adequate to meet work project needs.
- May alter work methods to improve effectiveness and efficiency; assists in the planning of work projects; estimate and/or recommends equipment, time and materials necessary for project completion.
- Participates in meetings, committees, presentations and community forums dealing with lake related issues, and water quality task forces; interacts with development community in providing lake reference information and assists as directed; represents City as required in dealing with other private or government agencies.

- Prepares reports regarding work crew activity, including reports regarding usage of materials, supplies, water testing and quality, and equipment.
- Ensures that equipment is maintained according to established maintenance schedules; will participate in routine maintenance procedures; ensures that safe maintenance and repair procedures are followed.
- Provides assistance and coordinates work crew activity with other department staff, County and State personnel as well as the public; responds to inquiries and may resolve complaints.
- Plans and implements employee training; evaluates employee performance; under guidance, initiates disciplinary action.
- Review plans and specifications for lake and beach area projects to ensure proper design and efficient maintenance and operation.
- Responsible for monitoring lake and beach area maintenance contracts.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Lake Operations Supervisor. A typical way of obtaining the required qualifications is to possess a strong knowledge of limnological terms, ecosystem, and water management that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Combinations include two years of progressively responsible experience in lake or water oriented management; and completion of college level course work in water treatment and/or lake maintenance certificate.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Certified Application License/State of California Department of Agriculture with Ageatic Certification. Ability to pass a basic swim test.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Thorough knowledge of the methods, equipment materials and work practices involved in related activities, safe work practices. Working knowledge the methods and techniques of supervision; basic data collection and record keeping. Skill in the safe operation of boats, barges, and light and moderately heavy power-drawn equipment. Ability to supervise other involved or related activities; read and interpret plans and specifications; estimate time, materials and equipment needs; maintain records and prepare reports; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.