



UPDATED – September 22, 2026

OPERATIONS SUPERVISOR

Non-Exempt Position

ANNUAL SALARY: \$129,458 to \$175,536

OPEN UNTIL FILLED

REVIEW OF APPLICATIONS: 12:00PM on Friday, October 9, 2026

INITIAL INTERVIEWS: Friday, October 16, 2026

The Purissima Hills Water District (PHWD) is seeking motivated and talented Senior Water Operators and Water Distribution System Supervisors looking for career and professional development and a great place to work!

The Operations Supervisor will join a small lean staff here at PHWD and will be expected to hit the ground running with their professional system certifications, operational experience, and technical and customer services skillsets. This is a working supervisor position that will report to the Operations Superintendent.

Key Expectations of the Operations Supervisor

- Providing oversight of and leadership to the Operations team in its day-to-day work activities and performing field duties, as necessary.
- Representing the PHWD as point contact for all capital improvement projects and repair work, from planning and development to notice of completion.
- Providing superior customer services.
- Fostering engaging teamwork.
- Excellence in open and honest communications, and organizational and analytical skills.
- Continued desire for professional development.
- Knowledge of California drinking water regulations, distribution system operations, and applicable federal, state, and local laws.
- Knowledge of water distribution infrastructure, including pipelines, valves, hydrants, reservoirs, pump stations, and water quality monitoring.
- Ability to interpret engineering plans, specifications, maps, and technical documents.

- Proficiency with Microsoft Outlook, Word, Excel, PowerPoint, Teams, work order and asset management software, computerized maintenance management systems (CMMS), document management systems, and other utility operations software.
- Provide support during emergency response activities and participate in the District's after-hours on-call rotation as required.
- Assist with budget development and long-range asset management.
- Ability to communicate effectively both orally and in writing with staff, management, consultants, contractors, and the public.
- Advanced knowledge and use of SCADA and GIS systems.

Qualifications – Education and Experience

- Completion of the twelfth (12th) grade or equivalent. Associate's degree desired.
- At least six (6) years of increasingly responsible experience in the operations, maintenance, and repair of water distribution system and related facilities, or in the construction and/or repair of water utilities infrastructure, including three (3) years of supervisory/lead water system operator experience.

Licenses and Certifications

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid Grade II or higher Water Distribution Operator Certificate issued by the SWRCB Division of Drinking Water (DDW). Within 18 months of employment, must obtain Grade III Water Distribution Operator Certificate issued by DDW.
- Possession of a valid Grade I or higher Water Treatment Operator Certificate issued by the DDW. Within 18 months of employment, must obtain Grade II Water Treatment Operator Certificate issued by DDW.
- Backflow Device Tester Certificate issued by the American Water Works Association (AWWA) within 18 months of employment. Cross-Connection Specialist Certificate issued by AWWA desired.
- Completion of or complete ACWA JPIA Professional Development Program (PDP) for Supervisor Basics certification within 24 months of employment.
- Completion of or complete ACWA JPIA Leadership Essentials within 36 months of employment.

Employee Benefits Highlights

- Competitive salaries.
 - Annual COLAs considered each February by the Board of Directors.
 - Topped out merit performance bonus.
- Excellent employee benefits, including employee and family healthcare benefits—medical, dental, and vision (100% paid by the PHWD).

- **NEW—EFFECTIVE JANUARY 1, 2027!** Retiree healthcare benefits plan (medical, dental, and vision). Check it out at:
<https://storage.googleapis.com/purissimawater.org/uploads/Resolution2026-15Policy.pdf>
- Longevity Incentives (on base annual salary):
 - 1% @ 5 Years (from hire date and at 5-year anniversary)
 - 2% @ 10 Year Anniversary
 - 3% @ 15 Year Anniversary
 - 4% @ 20 Year Anniversary
 - 5% @ 25+ Year Anniversary
- Two (2) tiers of pension benefits with CalPERS: 2% @ 60 for Classic members, and 2% @ 62 for PEPR members. All employees are responsible for their share of the pension contributions.

The **UPDATED** position description and employment application can be found here:
<https://www.purissimawater.org/humanresources>

Please submit a completed employment application, cover letter, resume, and DDW certifications by email to: phwdjobs@purissimawater.org

Or mail to: Purissima Hills Water District
 Attention: General Manager
 26375 Fremont Road
 Los Altos Hills, CA 94022

PHWD Background and Overview

The PHWD provides water service to a population of approximately 6,000 in the Town of Los Altos Hills. The District's service area covers about two-thirds of Los Altos Hills. PHWD is located approximately 40 miles south of San Francisco in Santa Clara County.

PHWD was formed in 1955 as a County Water District and is governed by a five-member Board of Directors. Day-to-day operations are managed by the General Manager and supported by eight (8) employees across administration and operations.

The District's annual operating budget is approximately \$12 million, with capital improvement project expenditures varying by fiscal year.

PHWD currently purchases all its water from the San Francisco Public Utilities Commission (SFPUC) and is a member of the Bay Area Water Supply and Conservation Agency (BAWSCA), which represents the collective interests of 26 regional water purveyors receiving water supply from the SFPUC. SFPUC water is treated and delivered to the District's 2,200 accounts through

three (3) service connections. PHWD owns and operates a water distribution system that includes four (4) pressure zones, five (5) water pump stations, ten (10) water storage tanks, 12 pressure regulating valves, and 80 miles of water mains. The District's mission is to provide a reliable supply of high-quality, safe drinking water for current and future generations cost-effectively and efficiently.

For further information about the PHWD: <https://www.purissimawater.org/>

Questions? Email: phwdjobs@purissimawater.org