

WATER UTILITY SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes and administers the program of public service involving the collection, disinfection and distribution of potable water; ensures maintenance of related equipment and facilities; and performs related work as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by an employee in this class. An employee may not be assigned all duties listed. Marginal duties are those which are non-essential functions for any single position in this class.

1. Plans, organizes and directs a program of water production and distribution; performs needs assessment of infrastructures.
2. Collects information for budget development, establishes and submits the budget to the Field Services Manager; monitors budget expenditures.
3. Oversees water quality monitoring program; initiates policies and procedures to ensure compliance with State and Federal regulation; supervises the preparation of the annual state reports.
4. Oversees the computerized telemetry system, operation of the cross connection program, and backflow prevention program; troubleshoots difficult telemetry and pumping equipment problems; evaluates disinfection procedures and makes necessary adjustments.
5. Prepares bid specifications; assists with the design of construction drawing and projects inspections; determines equipment to be replaced.
6. Coordinates the assignments of work to maintenance and technical personnel; participates in the selection of employees; plans and implements employee training; evaluates employee performance; initiates disciplinary action.
7. Investigates and resolves citizen complaints about quality and quantity of water.
8. Provides after hours telemetry monitoring duties.
9. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Completion of twenty-four semester units of course work in public administration, business administration, or public works administration and three years of supervisory or

administrative experience in municipal public works or similar operations or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles and practices of municipal water distribution, production, backflow, recharge, treatment and conservation; principles of domestic water well construction, reservoir maintenance and repair, work standards and practices in the various construction trades which relate water production, distribution and treatment facilities; water telemetry systems operation; planning, design and administration of municipal water production and distribution facilities and operations; management and cost accounting principles as related to equipment and labor used by a domestic water provider; safe work practices.

Ability to:

Plan and coordinate the work of subordinates, which includes technical and field employees; reviews plans and estimate relating to domestic water projects; establish and maintain required records and prepare reports from such records; establish and maintain effective working relationships with subordinates, the public and representatives of other agencies; use related computer applications.

Special Requirements

Possession of or ability to obtain and maintain a valid California Drivers' License.

Backflow Assembly Tester Certificate, Cross Connection Control Certificate and a Water Treatment Operator Certificate as required by the State.

Physical Demands

Sitting, standing, walking, some stooping, and bending; dexterity and coordination to handle files; occasional lifting of objects up to 25 lbs.; moving from place to place within the office; some reaching for items below and above desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, and noise; temperature fluctuations due to seasonal extremes of working indoors and outdoors; travel throughout the area is required.

Date Adopted: August 6, 1996