



Job Code: 0308
FLSA: E
Unit: MGMT
Revised:

UTILITIES SUPERINTENDENT

DEFINITION

Under limited direction, supervises, inspects and evaluates the work of subordinate personnel in the operations, maintenance, and repair of water, sewer and storm drain systems; as necessary, performs more complex duties associated with water, sewer and storm drain systems operations and maintenance including complex computerized equipment and systems. Manages the SCADA (Supervisory Control and Data Acquisition) system used to operate the water, sewer, and storm systems. Administers a Computerized Maintenance Management software system, performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Assistant Director of Public Works - Operations. Exercises supervisory responsibilities over water and sewer personnel.

TYPICAL DUTIES

1. Ensures regulatory compliance in the Water, sewer, and storm drain operations.
2. Recommends and administers CIP projects for the Utilities Division.
3. Oversees the development of work plans and schedules; assigns, supervises, trains, inspects and evaluates work of subordinate personnel.
4. Maintains computerized records and prepares reports of work activities.
5. Oversees and inspects work of private contractors.
6. Coordinates work with other field service functions.
7. Processes public inquiries and complaints.
8. Makes recommendations on personnel actions.

9. Prepares and administers division budget.
10. Oversees ordering of materials and supplies.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Approved methods and principals of water treatment and water distribution system operations, and maintenance.
2. Approved methods and principals of sewer collections system operations, and maintenance.
3. Approved methods and principals of storm drain system operations, and maintenance.
4. Methods of utilities construction and inspection.
5. Basic supervisory practices.
6. Equipment operation and maintenance.
7. Accepted safety practices and OSHA regulations involved in water and wastewater systems.
8. Use, design, and development of SCADA (Supervisory Control and Data Acquisition) systems.
9. Use and development of CMMS (Computerized Maintenance Management Systems) systems.
10. Regulations governing the operation of water, sewer, and storm drain systems.

Skill to:

1. Prepare work plans and schedules.
2. Assign, supervise, inspect and evaluate work of subordinate personnel.
3. Prepare reports and maintain records.
4. Meet and deal effectively with the public.
5. Effectively communicate both orally and in writing.
6. Instruct subordinate personnel in proper work methods.
7. Perform complex duties related to water and sewer systems operations, maintenance and repairs.

Education:

High school graduation required; supplemental training or education in supervisory practices desirable.

Experience:

Five years experience in all phases of water and sewer systems operations, maintenance and repair, to include two years of supervisory experience.

License:

- Possession of valid California driver's license.
- Possession of a Water Distribution certification level D-5 issued by the California Department of Health Services is highly desirable.
- Possession of a Water Treatment certification T-2 issued by the California Department of Health Services is highly desirable.
- Possession of either a Wastewater treatment certification or Collections system certification is highly desirable.

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