

## UTILITIES SUPERINTENDENT

### **DEFINITION**

Under general direction of the Public Works Director, the Utilities Superintendent is responsible for the supervision and management of the Public Works Department Utilities; water distribution, wastewater collection, and wastewater treatment systems. This is a single-position, supervisory management class to plan, organize, direct, manage and evaluate the water distribution, wastewater collection, and wastewater treatment functions of the City; to plan, organize, train and evaluate staff; to recommend, monitor and complete projects; and do related work as required.

### **CLASSIFICATIONS SUPERVISED**

Utility Systems Operator 3, Utility Systems Operator 2, Utility Systems Operator 1, Utility Maintenance Worker 2, Utility Maintenance Worker 1, Utility Systems Lead Operator

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

- Manage the Utilities (water and wastewater) of the Public Works Department
- Ensure that facilities and processes meet Federal, State and EPA requirements
- Determine work priorities and estimate project costs
- Provide training and development for assigned staff
- Develop recommendations regarding utilities systems development and needs
- Oversee purchasing of equipment, materials, and supplies
- Develop, prepare and maintain required records and reports
- Develop and implement safety requirements and conduct safety training
- Establish and maintain preventive maintenance programs
- Respond to questions and provide information for assigned areas of responsibility
- Investigate complaints and recommend corrective action
- Analyze test results and technical reports for needed utility system adjustments
- Perform inspections for encroachment permits and connections
- Develop budgets and control expenditures
- Plan, monitor and ensures proper completion of Capital Projects

### **TYPICAL PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Frequently sit, stand, walk, stoop, kneel, and crouch; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; use a computer and telephone. Work is performed both in an office environment and outdoors in varying temperatures; with exposure to hazardous materials, smoke, gasses, and fumes; with exposure to hazards such as, moving machine parts and live electrical current; contact with other staff, outside agencies and the general public.

## UTILITIES SUPERINTENDENT - 2

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles and practices of operation and maintenance of water and wastewater systems.
- Principles of budget development and monitoring.
- Principles and techniques of supervision and training.
- Record keeping and reporting procedures.
- Equipment, tools and materials for Utilities operations, maintenance, and repair work.
- Laws, rules, regulations, and compliance requirements of water and wastewater systems.
- Principles and methods of preventive, corrective and emergency maintenance programs.
- Safe work practices and OSHA compliance procedures.

#### Ability to:

- ❖ Plan, organize, and direct the maintenance and operation of City utility systems.
- ❖ Supervise, train, and evaluate the assigned staff.
- ❖ Communicate effectively both verbally and in writing.
- ❖ Use a variety of hand and power tools in the repair and testing of utility equipment.
- ❖ Understand and apply knowledge of hydraulics, mechanical and electrical work.
- ❖ Estimate labor, material, costs and other requirements for major maintenance projects.
- ❖ Develop budgets and control expenditures.
- ❖ Maintain detailed and accurate records and reports.
- ❖ Deal tactfully and courteously with the public.
- ❖ Establish and maintain cooperative working relationships.

#### Training and Experience:

(Any combination of training and experience is qualifying, which would likely provide the required knowledge and abilities.) A typical way to obtain the required knowledge and abilities would be:

Five years of experience in operation, maintenance, and/or construction of water distribution, wastewater collection, and wastewater treatment systems.

#### Special Requirements:

California Grade III Wastewater Treatment Plant Operator Certification

California Distribution Operator Grade II Certification

California Water Treatment Operator Grade II certification

Class B California Driver's License

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.*