

UTILITIES SUPERINTENDENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION

The incumbent is responsible for performing the full range of duties associated with the management of the City's Public Works Department Utilities; including but not limited to water distribution, wastewater collection, and wastewater treatment systems. Incumbent receives only occasional instruction or assistance as unusual or unique situations arise.

DISTINGUISHING CHARACTERISTICS

The Utilities Superintendent is responsible for the management and supervision of the Public Works Department Utilities; water distribution, wastewater collection, wastewater treatment systems and any other utilities that the City may decide to operate. This is a single-position, supervisory management class to plan, organize, direct, manage and evaluate the water distribution, wastewater collection, wastewater treatment functions, and other utility facilities of the City; to plan, organize, train and evaluate staff; to recommend, monitor and complete projects; and do related work as required.

SUPERVISION RECEIVED AND EXERCISED

- Receives immediate supervision the Public Works Director.
- Exercises supervision over rank and file Utility Systems employees.

EXAMPLES OF ESSENTIAL DUTIES

The following are required duties for this classification. However, employees may be required to perform other related duties at an equivalent level.

- Develop budgets and control expenditures;
- Plan, monitor and ensure proper completion of Capital Projects;
- Manage the Utilities (water and wastewater) of the Public Works Department;
- Ensure that facilities and processes meet Federal & State requirements;
- Coordinate with Federal and State regulators on permits, inspections, new regulations, required studies, and compliance work;
- 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.

QUALIFICATIONS

Knowledge of:

- Principles of budget development and monitoring;
- Principles and techniques of team management, supervision and training;
- Principles and practices of operation and maintenance of water and wastewater systems;
- 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:

- Develop budgets and control expenditures;
- Plan, organize, and direct the maintenance and operation of City utility systems;
- Manage, 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;
- 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 that would likely provide the required knowledge and abilities is qualifying.

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. Under special circumstances the person may be deemed qualified if they have passed the Grade III Operator Certification Exam, are within 6 months of obtaining their time in grade requirement for

certification, and the City has sufficient coverage to meet regulatory requirements for those 6 months;

- California Distribution Operator Grade II Certification;
- California Water Treatment Operator Grade II certification;
- Class B California Driver's License.

PHYSICAL REQUIREMENTS

- **Environmental Conditions:** Work is performed in both the typical office environment and a variety of different outdoor environments with exposure to varying weather conditions including high temperatures, rain, and wind on a year-around basis; Work is performed with exposure to hazardous materials, smoke, gasses, and fumes; with exposure to hazards such as, moving machine parts and live electrical current Frequent, occasional exposure to loud noise.
- **Mobility:** Occasional performance of heavy manual labor; Occasional standing or driving for long period of time; Occasional climbing, bending, stooping, crawling, and squatting.
- **Lifting:** Occasional lifting up to 50 pounds; infrequent lifting up to 100 pounds with assistance.
- **Vision:** Constant use of overall vision.
- **Dexterity:** Frequent grasping, holding, and reaching.
- **Hearing/Talking:** Frequent hearing and talking in person.
- **Emotional/Psychological:** Frequent contact with other staff, outside agencies and the general public; occasional working alone.

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.