

Sacramento Suburban Water District Classification Specification

Job Class:	Superintendent (Distribution, Field Services, Production)
FLSA Status:	Exempt
Supervisor:	Operations Manager
Effective Date:	November 2009

Definition/ Distinguishing Characteristics

Under general/administrative direction, the Superintendent position plans, organizes, directs and coordinates the maintenance and operations functions of the assigned department.

Examples of Duties

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plans, organizes, directs and coordinates assigned department maintenance, distribution, field services and production operations of the District.
- Oversees potable water supply system.
- Provides or oversees supervision and training of assigned staff; monitors staff certifications, mandated training and safety programs.
- Prepares employee performance evaluations; reviews employee effectiveness and evaluations with immediate supervisors.
- Develops the distribution, field services and production budget for the assigned department and monitors costs.
- Maintains a variety of files and records.
- Provides general coordination of maintenance, repair, construction and operations activities with other District functions.
- Inspects water delivery or production system to identify problems and schedule maintenance and repair work.
- Inspects work in progress to insure proper utilization of staff and equipment.
- Inspects and approves staff time reports for proper allocation of time.
- Represents District water service functions with the public, contractors and representatives of other government agencies.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection and repair of automotive and construction equipment.
- Assists with the long range planning of District distribution, field services and production operations functions.
- Prepares and executes plans for department expansion, reduction and shifting of maintenance and operations functions.

- Provides input and review for the development and administration of maintenance and construction contracts.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travel regularly by automobile to inspect District facilities and operations.
- Communicates frequently with District management staff, co-workers and the public in one-to-one and group settings.
- Regularly uses a telephone and radio for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Occasionally works in an outdoor environment and walks in uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Qualifications

Knowledge of:

- Principals, methods, materials and equipment used in water treatment and distribution system installation, maintenance, construction and repair work.
- Principals, methods and practices used in water treatment and distribution for public consumption.
- All aspects of water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc.).
- General principles of water operations, measurement systems, and mathematical computations of flows and volumes in water storage and distribution systems.
- Federal, state and county regulations related to water distribution and treatment operations.
- District policies, rules, regulations and procedures.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training and management.

Ability To:

- Plan, organize, direct and supervise the installation, maintenance and repair of water distribution and production systems and equipment.
- Oversee the establishment and maintenance of certification, training and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses and time requirements.
- Insure the proper maintenance, repair and operations of District equipment and facilities.
- Develop and control budgets.
- Effectively represent District maintenance, repair and operations functions with the public, contractors and other organizations.
- Effectively supervise and train staff in areas related to the maintenance, repair and

- operations functions of the District.
- Establish and maintain effective and cooperative working relationships with coworkers, other water agencies, local community groups, and public officials.
 - Operate a computer for word processing, database, spreadsheet and presentation applications and department specific software.
 - Communicate effectively both orally and in writing.
 - Initiate and maintain effective safety practices that relate to the nature of the work.
 - Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- State of California Water Distribution Operator Certificate Grade D3, or current Grade D2 with ability to obtain Grade D3 within one year of employment.
- State of California Water Treatment Operator Certificate Grade T2.
- Two (2) or more years of experience in a supervisory capacity.

The incumbents must complete the designated number of contact hours (i.e., continuing education/training requirements) as determined by the California Department of Public Health (DPH) to maintain the required certifications. Certifications are required as a condition of continued employment; failure to comply with DPH regulations pertaining to required certifications for the position will result in termination of employment.

Desirable:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A Bachelor's Degree in Engineering, Environmental Science, Physical Science or a related field from an accredited college or university is strongly desired.
- Five (5) or more years of broad and extensive experience in performing maintenance, construction, repair and operations work for a water district, and/or in performing water treatment functions and plant operations, is highly desirable.
- Additional years of experience in a management or supervisory capacity is highly desirable.
- Possession of State of California Water Distribution Operator Certificate Grade D4.
- Possession of State of California Water Treatment Operator Certificate Grade T3 or higher.