

WATER SYSTEMS MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction, plans, schedules, assigns, reviews and supervises the work of staff performing a wide variety of specialized construction and maintenance duties within the Operations Department; plans, and coordinates a comprehensive preventive, predictive and reactive maintenance and construction program to one of the functional areas specific to construction water systems and appurtenances maintenance; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over field, technical, and administrative staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the field maintenance and construction series that exercises independent judgment on diverse and specialized preventive and predictive programs for construction, installation, repair and maintenance of the District's buildings, water and wastewater systems, facilities, equipment, and structures, with accountability and ongoing decision-making responsibilities associated with the work. This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of construction and maintenance staff in the Operations Department; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of assigned contractors; ensures contractor performance complies with contract provisions, specifications, and standards; reviews vendor and/or contractor invoices and proposals and recommends payment upon receipt of material and/or completion of work.
- Monitors activities for assigned work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes and reviews with appropriate management staff; implements improvements.

- Coordinates assigned services and operations with those of other divisions and outside agencies; coordinates and reviews the work plan for assigned maintenance services and activities; schedules and coordinates all preventive and reactive maintenance work as required within assigned section; inspects work sites before, during and after completion to assure work is completed in a satisfactory manner.
- Participates in annual budget preparation; identifies resource needs and prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files.
- Resolves complex customer questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies; recommends corrective actions to resolve issues.
- Represents the District in meetings with members of other public and private organizations, community groups, contractors, developers, and the public; serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- Maintains files, databases, and records related to assigned function; prepares a variety of written reports, memoranda, and correspondence.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

When assigned to the Construction Maintenance Unit:

- Organizes, supervises, schedules, assigns, coordinates and participates in the work of skilled and semi-skilled workers engaged in various activities associated with the installation, maintenance and repair of water and sewer mains, service lines and appurtenances, the installation of new water services, fire hydrants, air vacs and appurtenances, and temporary asphalt and concrete repairs, and supervises, schedules, and inspects various construction projects as necessary.
- Organizes, supervises, schedules, and participates in the work of staff engaged in various activities associated with the maintenance of system valves, fire hydrants, air vacs, line flushing, and oversees the installation of residential and commercial water meters and appurtenance.
- Participates and coordinates the District's valve exercising program; coordinates, oversees, and participates in planning and implementation of District's shutdown procedures and high-lining services and facility line services in compliance with the Underground Service Alert requirements.
- Respond to and investigates reports of leaks, no water, and no pressure issues;

When assigned to the Field Services Unit:

- Organizes, supervises, schedules, assigns, and participates in the work of skilled and semi-skilled workers engaged in various activities associated with the planned installation, maintenance, testing and oversees the installation of residential and commercial water meters and appurtenance.
- Oversees the water meter radio read conversion and meter replacement program.
- Oversees the leak detection and water audit loss control program; oversees and coordinates the District's valve exercising program; coordinates, oversees, and participates in planning and implementation of District's shutdown procedures and high-lining services and facility line services in compliance with the Underground Service Alert requirements.

When assigned to the Preventive Maintenance Unit:

- Organizes, supervises, schedules, assigns and participates in the work of skilled and semi-skilled workers engaged in various activities associated with the operation, maintenance, and repair and treatment of water reservoirs, booster stations, ground water wells, treatment plants, and water distribution systems; oversees staff performing maintenance of automatic control valves, system valves, fire hydrants, air vacs, large water meters, line flushing, and hydrant flow testing; oversees the District's flushing program, following Regional Water Quality Board guidelines for notification, discharge requirements, record keeping and sampling;

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of a predictive, preventive, and reactive water utilities construction and maintenance program.
- Materials, methods, practices, and equipment used in maintenance and repair programs.
- Principles, methods, and techniques of heavy construction equipment operation, excavation, trenching, shoring, and traffic control.
- Principles of water meter and valve mechanisms.
- Principles and practices of confined space entry.
- Principles and practices of public agency purchasing and procurement
- Methods and techniques of conducting on-site work inspections.
- Principles and practices of general construction.
- Applicable federal, state, and local laws, rules, regulations, and procedures relevant to assigned function.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Oversee and participate in the supervision and management of assigned maintenance program activities and operations within the Operations Department.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read and interpret blueprints, schematics, plans, and drawings.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex duties within assigned functional area.
- Participate in the preparation and administration of assigned budgets.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Prepare clear, effective, and accurate administrative and financial reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to completion of the twelfth (12th) grade supplemented by college level course work in construction and maintenance or a related field.

Experience:

- Five (5) years of increasingly responsible experience in the maintenance and repair of a large water utility system, with experience in the specific area of responsibility (Construction, Field Services, Preventive Maintenance), two (2) years of which should be in a supervisory or lead capacity.

Licenses and Certifications:

- Possession of a valid Class C California driver's license, to be maintained throughout employment.
- Possession of a valid Grade III Water Distribution Operator (D3) certification issued by the State of California, Department of Public Health.
- Possession of a valid Grade II Water Treatment Operator (T2) certification issued by the State of California, Department of Public Health.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

ENVIRONMENT

Standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including

PHYSICAL

- Level Three
- NIDA
- Pulmonary

Incumbents require sufficient mobility to work in an office setting and field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry light to moderate amounts of weights; operate office equipment including use of a computer keyboard; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.