

Sunnyslope County Water District

Water/Wastewater Superintendent

Job Description

DEFINITION

Under general direction to provide responsible staff assistance to the General Manager to plan, organize, manage, supervise, assign, review, and participate in the work of the water and wastewater maintenance staff. This position shall serve as Chief Plant Operator for water & wastewater treatment facilities and shall be responsible for providing operation and maintenance services related to water treatment & distribution and wastewater collection & treatment systems. This is an exempt position and employment is considered “at will.”

SUPERVISION EXERCISED

Exercises direct supervision over maintenance and operation staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, prioritize, assign, supervise, and review the work of staff responsible for providing water treatment & distribution, and wastewater collection & treatment operation and maintenance services. Identify maintenance problem areas. Inspect and verify work in progress and completed work for accuracy.
- Provide and/or coordinate staff training including work methods, techniques, and the use of operation of equipment; work with employees to correct deficiencies; implement discipline procedures.
- Plan and lay out water and wastewater system operation and maintenance work projects; prepare specifications for material and equipment purchases; order parts as necessary and ensure parts ordered are received in a timely fashion.
- Oversee reporting, communication, and compliance with the State Department of Public Health and the Regional Water Quality Control Board.
- Oversee the development and maintenance of the SCADA (Supervisory Control and Data Acquisition) and telemetry systems as well as other technologies used by the District.
- Supervise the use of tools, equipment, and vehicles, to ensure safe operation and maintenance.
- Participate in the preparation and administration of the assigned budget and monitor expenditures.
- Prepare and maintain necessary records and reports for project activities, status, and materials used. Present verbal and written reports to the Board of Directors, General Manager and general public.
- Monitor and assure that the water distribution & treatment and wastewater collection & treatment systems are operated and maintained in accordance with applicable standards, regulations, and specifications.
- Schedule and supervise the water meter reading activities.
- Meet with contractors, property owners, and others in the areas of water and wastewater systems regarding; use, needs, distribution, treatment, collection and to resolve inquires and complaints.

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- Assist in the review and assuring that plans and specifications for new development and capital improvements meet minimum water and wastewater requirements of the District, State, local and the pertinent regulatory agencies.
- Assist and/or perform special projects and assignments as requested. Coordinate assigned services and activities with other district departments and outside agencies.
- Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Operation, maintenance, service, and activities of a comprehensive water and wastewater system. Basic mechanical and electrical systems; materials, methods, practices and equipment used in water and wastewater system construction, maintenance, and repair activities.
- Principles of employee supervision, training, and performance evaluation.
- Occupational hazards and standard safety precautions necessary in the areas of water & wastewater systems.
- Modern office equipment, practices, methods, and computer equipment. Principles and procedures of record keeping and reporting.
- Safe driving principles and practices.

Skill to:

- Operate safely and in an effective manner a wide variety of motor vehicles, equipment, machinery, and tools used in the operation, maintenance, and construction of water and wastewater facilities. Operate modern office equipment including computer equipment and SCADA systems, including office software such as Microsoft Word and Excel programs.

Ability to:

- Select, supervise, organize, train, and evaluate the work of district maintenance staff.
- Organize, direct, and implement maintenance schedules to operate and maintain water and wastewater system machinery and equipment and take corrective actions. Prepare and maintain reports, determine cost-effective ways to perform water and wastewater system maintenance and operations.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Independently perform the most difficult water and wastewater system duties and exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Respond to request and inquiries from the general public and communicate clearly and concisely, both orally and in writing.

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- Ability to respond and direct District staff in the event of a natural disaster to secure and maintain district operations.
- Establish, maintain, and foster positive and harmonious working relationships with District Staff and general public.

Experience and Training Guidelines: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- ♦ **Experience:** Five (5) years of increasingly responsible experience in the construction, maintenance, and repair of water treatment & distribution and wastewater collection & treatment systems, including at least three (3) years of supervisory experience.
- ♦ **Training:** Equivalent to the completion of the twelfth grade, supplemented by specialized training in water treatment & distribution and wastewater collection & treatment operation & maintenance methods, personnel supervision, or a related field.

License or Certificate: Possession of or ability to obtain the following:

- Current and valid California Drivers License.
- Grade III Water Distribution Operator certificate.
- Grade III Water Treatment Plant Operator Certificate issued by the California Department of Health Services.
- Grade III Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board.
- Grade II Wastewater Collection System certificate issued by the California Water Environment Association.
- Cross-Connection Control Specialist Certificate issued by the University of Southern California or American Water Works Association.

Special Requirements: Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment and to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb; exposure to noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards, ability to travel to different sites and locations.

Date Approved: August 13, 1998

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