



Hidden Valley Lake Community Services District

Utility Superintendent Job Status: Exempt

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under direction, plans, organizes, supervises, and implements the activities of the water distribution, sewer collection system, and recycled water including exercising direct supervision over supporting staff in assigned sections; evaluates and participates in the work of crews responsible for construction, repair, maintenance, and operational work in the water distribution, sewer collection system, storm drain systems and recycled water; provides technical guidance to assigned crews and performs a wide variety of administrative and supervisory duties; develops, implements, and administers assigned program responsibilities, including the safety program, budget preparation, financial management, and invoice review; conducts a variety of research related to assigned programs; coordinate District fleet and equipment maintenance in compliance with all applicable regulatory operational, procedural and budget guidelines and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Utility Superintendent reports to the General Manager and is responsible for the overall assignment and supervision of crews engaged in construction, repair and maintenance work of water distribution, sewer collection system, and storm drain systems; to participate in assigned processes, procedures, and programs; and to provide information and assistance to the public regarding assigned programs and services.

This position exercises a high degree of independent judgment within established guidelines and discretion regarding complex technical decisions related to emergencies and preventative maintenance tasks. Works under minimal direction regarding emergency

repairs, wastewater overflow, prevention, daily adjustments to operations, and schedule adjustments.

KEY RESPONSIBILITIES

The Utility Superintendent ensures efficient system performance, regulatory compliance, and water quality standards, while also verifying adherence to applicable codes and operational procedures.

SUPERVISION RECEIVED/EXERCISED:

Receives general directions from the General Manager.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

- Plans, supervises, and directs the projects and operations activities of the Water, Wastewater and Recycled Water Treatment Plant and District infrastructure.
- Facilitates effective communication amongst field operations staff and between field staff and administrative staff.
- Provides direction and input to the General Manager for the proper organization and staffing of the field staff.
- Collaborates with the General Manager in the establishment of department goals, strategies, and priorities; develops and manages continuous improvement processes.
- Manages the selection, training and evaluation of personnel; establishes and monitors employee performance objectives; responsible for performance management of operations.
- Directly and/or through subordinates assigns work and provides direction to field staff, evaluates staff performance, ensures desired staff performance levels are maintained, and participates in processing personnel actions.
- Conduct field operations staff and safety meetings to ensure a safe work environment, coordinate training in safe work techniques and policies, investigate and complete incident reports and near-misses;
- Implements and monitors risk management plans regarding the hazardous materials;
- Supervise development and implementation of other procedures and programs (e.g., safety, maintenance schedule, emergency response, FEMA training, process control, purchasing, training, SCADA system, and inventory control).
- Enforces District personnel policies and procedures.
- Ensures department operates in compliance with rules, regulations, and policies.

- Maintain records; prepare State and County water quality and wastewater reports. Manages the preparation and maintenance of variety of technical and administrative reports, correspondence, and documents related to operations.
- Oversee laboratory operations; reviews laboratory results to ensure compliance with regulatory requirements.
- Maintain inventory of parts and supplies.
- Assist with budget preparation and monitoring.
- Recommend and justify capital purchases, assist with the review of Capital Improvement projects.
- Prepare cost estimates and scope of work for contractors and vendors for the maintenance, repair and upgrade of District facilities and serve as contact with contractors and consultants.
- Determine and recommend equipment, materials, staffing, and safety devices/equipment for water, wastewater, and recycled water projects.
- Assist in planning and design of system modifications.
- Coordinate and prioritize the operation and maintenance of water and wastewater systems; establish procedures to ensure high-quality water supply, effective wastewater treatment, and proper storage and distribution of tertiary recycled water.
- Monitor and evaluate the work performed by staff and contractors to ensure quality, efficiency, and compliance with established standards.
- Resolve complaints from the public regarding maintenance work, projects, and/or staff activities.
- Oversee the maintenance of District vehicles and equipment.
- Administer District On-Call Program in cooperation with all Operations Staff, including but not limited to; the Utility Operators (I & II) and Operator in Training (OIT's)
- Respond to District after-hour emergencies as appropriate or needed.
- Oversee and lead Operations participation in the District's continuous improvement processes. (ie: LEAN)
- Establish and maintain positive working relationships with representatives of community organizations, state/local agencies and associations, District Management, Board Members, staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS: *The functions of this position may require the employee to perform the following physical activities.*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Utility Superintendent position.

While performing the duties of this job, must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field and water and wastewater treatment facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, climb and descend ladders, operate varied hand and power tools and equipment;

the employee is regularly required to talk, speak, and hear, use the senses of smell to sense the onset of odors such as chlorine and hydrogen sulfide, touch-noticing temperature differences, hear frequency differences in pumps and motors or have a means to accommodate such variances. The employee is frequently required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to rely on sensory perception, such as recognizing odors and other observable indicators, to evaluate industry conditions and operational environments.

The employee must frequently lift, carry, push and pull materials up to 50 pounds and heavier weights with use of proper equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. The position requires the use of close vision, distance vision, color vision to read gauges and identify appurtenances, peripheral vision, depth perception, and the ability to adjust focus or have corrective lenses to compensate for vision issues.

ENVIRONMENTAL FACTORS: *The conditions outlined below reflect the typical environmental factors associated with the performance of this position's functions.*

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to hot, cold, and wet conditions. The employee occasionally works near moving mechanical parts, in high and/or precarious places, and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

This position is normally exposed to moderate noise levels; infrequently, the employee may be exposed to excessive noise.

Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

MINIMUM QUALIFICATIONS:

The following are the minimum qualifications necessary for entry into the classification:

Education and Experience:

1. High School Diploma or equivalent to the completion of the twelfth (12th) grade, and
2. Five (5) years of increasingly responsible experience in performing water or wastewater plant operations, and
3. Two (2) years of lead or supervisory experience.

An associate's degree in business administration or a related field is desirable.

Licenses/Certificates:

1. Possession of, or the ability to obtain a Valid class "A" California driver's license (with tank endorsement) by time of appointment.
2. Minimum of **three** of the following California Department of Public Health, State Water Resources Control Board certifications or California Water Environment Association certifications:
 1. Water Distribution Grade III (Obtain within 6 months of entering the position)
 2. Water Treatment Grade II (Obtain within 6 months of entering the position)
 3. Wastewater Grade III
 4. Collection System Maintenance Grade II

Any of the following are desirable:

- a) Grade I Laboratory Analyst Certificate
- b) Backflow Prevention Assembly Tester
- c) Cross Connection Control Specialist

Must obtain all certifications within 18 months of entering the position and keep current while in the position.

KNOWLEDGE/SKILLS/ABILITIES:

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, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of water and wastewater treatment facilities and equipment.
- The operation and preventive maintenance of pumping and piping and tank systems, including valves, hand and power tools, vehicles, power equipment and related appurtenances.

- Standard chemical and physical tests of water, wastewater, and related materials.
- Basic mechanical, electrical, and hydraulic principles.
- Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Federal, State, and local laws, ordinances, codes, and regulations regarding: Water treatment, storage, distribution, and quality; wastewater collection treatment, disposal; and recycled water storage, distribution, and usage.
- Occupational hazards and standby safety precautions prevalent in the water, wastewater, and recycled water industry and how to mitigate such hazards.
- The principles and practices of budget development and monitoring.
- Materials, methods, practices, and equipment used in maintaining water, wastewater, and recycled water electronics, SCADA, pumps, and valves.

Ability to:

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned treatment plant, pump station and tank maintenance and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local regulations.
- Have excellent communication and leadership skills to motivate, mentor and lead staff.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively at the treatment plants, booster pump stations and tank sites.
- Develop cost estimates for supplies and equipment.

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Operate modern office equipment and software, establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Read, interpret, retrieve, and produce drawings, blueprints, maps, and specifications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Take water and wastewater samples; perform basic laboratory tests.
- Maintain written logs and records.

Must be able to respond to after-hours emergencies within 30 minutes.

Other Duties

Perform other related duties as required.

Hidden Valley Lake Community Services District (District) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.