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## **WATER PRODUCTION SUPERINTENDENT**

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### **DEFINITION**

Under general direction, organizes, supervises and coordinates water production, distribution and sewer, solid waste and storm drain systems coordinating with other City departments and outside agencies; provides high-level administrative assistance to the Public Works Operations Manager.

### **SUPERVISION EXERCISED**

Supervises subordinate clerical, field and paraprofessional staff.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Supervise and participate in the monitoring of SCADA and station levels and make necessary adjustments to maintain adequate supply of water.

Operate and perform repairs and preventative maintenance on pumps, wells, controls, valves, SCADA, treatment facility and related equipment.

Oversee, participate in and evaluate the efficiency and effectiveness of water service delivery; analyze alternatives and recommend improvements.

Participate in the development of department goals, objectives, policies and procedures; recommend and implement changes in utility systems procedures.

Supervise and participate in performance of preventative maintenance at the treatment facility and on pumps and pump motor equipment; supervise and participate in inspection of booster and well pumps checking for excessive noise, heat or leads; supervise and participate in checking fluid levels on pumps; supervise and participate in changing oil and packing at preset intervals.

Supervise and participate in installation and removal of motors in wells and booster pumps and installation, repair and/or calibration a variety of equipment at pump or well stations including meters, pump assemblies, valves, turbidity units and starting equipment.

Supervise and participate in taking well soundings, checking chlorine residuals for proper levels; measuring and adding chemicals; checking for chemical and chlorine leads and making repairs.

Assist in preparation of the division budget, including identification of staffing, equipment, materials and supplies needs; process invoices for payment.

Supervise and participate in collection and testing water samples.

Supervise and participate in maintenance and repair work on pump and well buildings and facilities.

Coordinate with vendors and contractors involved in maintenance and repair of equipment and facilities and water quality.

Complete water compliance, system demands, water quality and contaminant reports required by State agencies.

Assist in preparation of cost estimates, bid specifications and requests for proposals; coordinate projects with contractors and other vendors; assist in administering contracts.

Review and investigate citizen complaints and service requests ensuring appropriate disposition.

Investigate and prepare reports of findings related to claims filed against the City.

Gather and analyze data and prepare a variety of studies, investigations and reports.

Supervise, train, evaluate, motivate and discipline subordinate staff.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Standard office procedures, methods and computer equipment.

Principles and practices of water, sewer and storm drain systems maintenance.

Water rights, ground leases and related water legalities.

Methods used in chemical, bacteriological and biological analyses.

Principles and practices of employee supervision, training, evaluation, motivation and discipline.

Principles and practices of budget preparation and monitoring.



Standard safety practices related to water production.

Standard safety practices required by OSHA/CalOSHA.

Applicable Federal, State and local laws, codes and regulations.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Independently perform the most difficult technical work in water production and distribution and sewer and storm drain systems.

Plan, organize, review the work of and train and supervise subordinate staff.

Apply water production and distribution principles and procedures.

Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.

Prepare, examine and verify water, sewer and storm drain systems documents, statements, reports and analyses.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

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

BA/BS in Water Management, Public or Business Administration or related field and six (6) years increasingly responsible professional experience in water distribution and production, including two (2) years in a supervisory capacity. MA/MS highly desirable.

### **LICENSE OR CERTIFICATE**

Must possess appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials. Environmental Compliance Inspector Grade I, Water Distribution Grade IV and Water Treatment Grade III certifications desirable.



Water Distribution Grade IV and Water Treatment Grade III certificates required within twelve (12) months of employment and as a condition of successful completion of probation.

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio and copying machine.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 50 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

