

WATER SYSTEM SUPERINTENDENT

DEFINITION

To plan, organize and supervise the operations of the water systems including water production, distribution, and customer service activities; to ensure maintenance activities comply with appropriate safety standards; and to perform the more complex and difficult duties assigned to the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager, Water and Power.

Exercises direct supervision over maintenance and field customer service staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for water utility operations; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in water line maintenance, repair and reconstruction; customer service and meter operations and maintenance; and water production, pumping systems operations and water storage.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget requests; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Participate in the full range of operations, maintenance, repair and construction duties including performing the most difficult duties assigned to the work unit as required.

Prepare reports on water system operations; submit reports to state and federal agencies; participate in future planning activities to ensure the water system meets community water needs.

EXAMPLES OF DUTIES

Check water systems, facilities and equipment for needed maintenance and repairs.

Inspect the work of crews while in progress; provide advice and assistance to subordinate staff.

Implement and maintain a utility safety program; ensure that maintenance activities comply with established safety standards.

Maintain time, material and equipment use records.

Requisition supplies and materials.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Materials, methods, practices and equipment used in water distribution and production systems operations, construction, maintenance and repair activities.

Types and level of maintenance and repair activities generally performed in a water utility operations, construction, maintenance and repair program.

Elements of construction technology as they relate to the assigned construction maintenance and repair activities.

Functions and purposes of water treatment systems are required for specific positions.

Standard principles of biology, chemistry and mathematics as related to water purification treatment are required for specific positions.

Basic mechanical and electrical systems are required for specific positions.

Principles of supervision, training and performance evaluation.

Safe work practices.

Ability to:

Interpret and work from sketches, penciled layouts and blueprints and prepare plans for minor projects.

Keep records and make reports.

CITY OF BIG BEAR LAKE
Water System Superintendent (Continued)

Ability to:

Operate and maintain water treatment systems and equipment.

Make repairs and adjustments to telemetry equipment, motors, pumps and other equipment.

Prepare operational reports and identify water utility improvement opportunities.

Supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be:

Experience:

Four years of increasingly responsible experience performing utility operations, construction and maintenance work, including one year of supervisory or lead responsibility.

Training:

Equivalent to completion of the twelfth grade, supplemented by specialized training in personnel supervision and/or construction-related subjects.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or ability to obtain, a Grade II water treatment certificate issued by the State of California.

WATER SUPERINTENDENT'S ADDITIONAL RESPONSIBILITIES

- Hires and supervises field inspectors for the DWP Rehabilitation/Capital Improvement programs (\$750,000 and \$230,000 per year), and the \$5 Million Loan water pipeline replacement project.
- Plan checks and plan review for all new water facilities to be constructed.
- Coordinate City and state development projects.
- Planning, reviewing, and field inspection for sub-divisions.
- Responsibility for state mandated backflow program as follows:
 1. Develop operating rules and implement the cross-connection program.
 2. Conduct surveys to identify water user premises where cross connections are likely to occur.
 3. Assure backflow provisions by the water user at their connection or within the user's premises or both.
 4. Establish a procedures/system for testing backflow preventers.
 5. Maintenance of records for locations, testing, and repair of bacflow preventers.