#### WATER SUPERINTENDENT

## **Definition:**

Under general direction plans, organizes and manages the activities of the Water Division to include water production, storage, treatment, transmission and distribution; plans, organizes and manages the operation, maintenance, installation, replacement and repair of a variety of water systems; develops division objectives; establishes and evaluates work standards and performance and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes, manages and evaluates the functions of the Water Division.

Manages the selection, training, supervision and evaluation of assigned staff; develops work schedules and plans assignments.

Establishes and reviews division objectives, standards and procedures.

Investigates service requests and public complaints; initiates field inspections of work areas and inspects work areas as needed.

Reviews and interprets water project plans and specifications.

Prepares bid specifications and cost estimates.

Conducts safety and other meetings with City staff and represents the City and/or the department/division at staff, public and professional meetings/conferences and makes oral presentations.

Coordinates work projects with other divisions and departments.

Reviews and modifies work standards and procedures in accordance with performance.

Prepares, monitors and manages the Water Division budget and recommends and evaluates capital, personnel and operating budget outlays.

Reviews and analyzes a variety of records, contracts, reports and other data.

Approves requisitions for materials, supplies and equipment.

Prepares and analyzes division activity, performance and safety reports.

Prepares written correspondence and monthly, quarterly and annual reports.

Drives a vehicle on City business.

## Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves objects weighing 50 pounds or less.

### **Class Characteristics**:

Water Superintendent is a single incumbent division manager position in the Maintenance Services Department and has broad responsibility for the safe, efficient and cost-effective administration of division activities. Assigned duties require substantial independent judgment and initiative.

### **Contacts and Relationships:**

The Water Superintendent establishes and maintains contact with Maintenance Services Department staff. Additional contact will occur with State of California Department of Health Services (DOHS), Southern California Regional Water Quality Control Board (SCRWQCB) and other compliance agencies, vendors, contractors, other City employees, and the public and their representatives.

### **Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

#### Knowledge of:

Effective supervisory and management techniques.

Principles, practices, methods, materials and equipment used in water production, storage, transmission and distribution systems.

Methods of making effective oral and written presentations.

Customer service and conflict resolution techniques.

Applicable laws and regulations as they relate to water issues and legal issues related to areas of responsibility.

Safety regulations, practices and procedures.

Budgeting methods and procedures.

Contract administration related to area assigned.

Computer applications related to area assigned.

#### **AND**

### Ability to:

Plan, organize, manage and evaluate Water Division operations.

Use independent judgment and initiative.

Interpret and apply applicable laws and City and division/department rules and regulations.

Select, train, supervise and evaluate division employees.

Adhere to multiple deadlines and handle multiple projects.

Initiate and carry out required procedural assignments.

Communicate effectively both orally and in writing.

Research and prepare performance reports, correspondence and budget recommendations concerning personnel, materials and equipment utilization, capital outlays and safety practices.

Read and interpret water project plans and work specifications.

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

Use a personal computer and applicable software.

### A typical way to obtain the knowledge and abilities is as follows:

**Education:** A Bachelors Degree from an accredited college or university in Business

Administration, Public Administration, Water Science or a closely related

field.

AND

**Experience:** Six years of progressively responsible experience in water production,

storage, treatment, transmission and distribution, to include four years of

supervisory experience.

### **Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Valid Water Treatment Operator Certificate T2 and Distribution Operator Certificates D5 issued by the State of California Department of Health Services (DOHS) at time of appointment and throughout employment in this position.

Must be able to respond to emergency calls as needed and work extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Water Superintendent file financial disclosure statements in accordance with state and local laws.

# Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site in the field. When work is performed outdoors there is full exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, crouches, twists, bends, crawls, pushes, pulls, reaches, grasps, lifts and moves tools and equipment weighing 50 pounds or less. When on-site in the field the incumbent may walk and stand on slippery/uneven slopes and surfaces, work in confined spaces, climb ladders and may be exposed to extreme noise and vibration grease/oils, solvents, fumes, electrical and mechanical hazards, vehicular traffic, dust and chemicals. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative

Revised XXX 2005 Revised April 2003 Revised June 2000