



MARIN MUNICIPAL WATER DISTRICT

Assistant Superintendent of Operations

DEFINITION

Under general direction assists the Superintendent of Operations with: the planning, supervision, and coordination of several work units engaged in the operation of the water distribution system; the maintenance and repair of mechanical and electrical equipment; the maintenance and repair of cathodic protection equipment; the maintenance and repair of supervisory control and data acquisition equipment; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position management classification that assists the Superintendent of Operations and is responsible for directing and supervising several work units. The position is characterized by the requirement to provide extensive supervision to varied trades/electronics related work groups and the responsibility for taking independent actions affecting operations within broad established guidelines. The incumbent must possess good oral and written communication skills. As a condition of employment, the incumbent is required to pursue the training and education necessary to become certified by the California Department of Public Health as a Grade-5 Water Distribution System Operator.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Makes all necessary corrections or modifications to the Water System Operations Manual and performs annual review;
- plans and administers preventive maintenance programs;
- plans, monitors, and evaluates new PLC programs and SCADA system improvements or upgrades;
- ensures employee compliance with applicable safety rules and regulations;
- plans, monitors, evaluates, and maintains transmission and distribution facilities by use of the SCADA system and routes water to insure adequate availability throughout the District;
- plans and coordinates work with other supervisors, establishes job priorities, and assigns personnel to subordinate work units;
- plans, prepares, and monitors section budgets;
- directs staff and emergency personnel in the investigation, correction, and repair of processes and facilities generated by unusual operating conditions, emergency conditions, or possible equipment malfunction, notifying appropriate supervisors;
- maintains liaison with other divisions and departments regarding modifications to water treatment and distribution facilities, including electronic controls and the SCADA system;

- prepares clear and concise records, reports, and correspondence;
- trains and evaluates the work of subordinates;
- suggests improved work methods and equipment; and
- assumes the responsibilities of the Superintendent of Operations when the Superintendent of Operations is unavailable.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles and practices used in the operation of water transmission and distribution systems;
- methods, materials, and equipment used in the maintenance of water transmission and distribution systems;
- principles used in the operation and maintenance of modern SCADA systems;
- proper spelling, grammar, punctuation, and writing practices;
- computer applications used in maintenance work order systems as well as general office environment (e.g. Word, Excel);
- principles and practices of supervision, training, and personnel administration; and
- applicable safety programs, regulations and procedures.

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work;
- analyze work problems and develop effective solutions;
- plan, prepare, and administer budgets;
- use sound judgement in unusual and emergency situations;
- plan, coordinate, schedule, and supervise the work of a large staff and subordinate supervisors;
- communicate orally and in writing in a clear, concise and effective manner;
- read, interpret, and work from maps, plans, and specifications;
- read, interpret and work from complex PLC ladder diagrams and SCADA system documentation;
- train and evaluate the work of others;
- prepare clear and concise records, reports, and correspondence;
- depending upon assignment, drive a vehicle;
- travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from college with a degree in Engineering or other closely related field and three years of increasingly responsible experience in water system operation or maintenance, two years of which must

include the supervision of a work group engaged in operating or maintaining components of a water distribution system.

OR

- Completion of the twelfth grade or its equivalent and five years of increasingly responsible experience operating or maintaining components of a water distribution system, two years of which must include the supervision of a work group engaged in operating or maintaining components of a water distribution system.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."
- Work on an "on call" basis for emergency situations during non-business hours.

LICENSES AND/OR CERTIFICATIONS

- Possession of, or the ability to obtain, an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;
- possession of a Grade 4 Distribution Operators Certificate issued by the California Department of Public Health (temporary or interim certificates are acceptable);
- obtain a Grade 5 Distribution Operator's Certificate issued by the California Department of Public Health within 2 years of date of hire (interim certification is not a substitute for this requirement).

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: July 1994
Revised: October 2011
Approved by: Human Resources Manager