



MARIN MUNICIPAL WATER DISTRICT

Superintendent of System Maintenance & Support Services

DEFINITION

Under general direction, plans, supervises and coordinates several work units engaged in major pipeline construction, service installation, and related water system maintenance activities; directs subordinate supervisors; manages the support service units within the Facilities and Watershed Division, including Special Projects, Facilities Maintenance, Welding, Fleet Maintenance, Pipe/Small Equipment Repair Shop and Warehousing, and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent mid-management classification with responsibility for the direction and supervision of several work units engaged in pipeline construction and maintenance. This position is characterized by the requirement to provide extensive supervision of the pipeline construction and maintenance crews, and to direct those crews to respond to planned and emergency construction activities using independent judgement within broad guidelines. Incumbents must possess strong oral and written communication skills.

EXAMPLES OF DUTIES

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

- Plans, assigns, supervises and evaluates the work of various work units engaged in a variety of construction, installation, repair and/or maintenance activities; work on pipeline and water service facilities, and special projects for watershed management and maintenance;
- Oversees all aspects of contract administration;
- Directs District emergency response units during times of emergency conditions;
- Reviews and prioritizes proposed pipeline installations, reviews estimates of labor, equipment and material requirements;
- Ensures compliance with the District's risk management program by following rules and regulations concerning safety, health, liability issues; investigates incidents;

- Plans and coordinates work with other managers and supervisors, establishes job priorities, and assigns personnel to other supervisors;
- Suggests improvements to work methods and equipment;
- Maintains liaison with other divisions and departments regarding proposed construction projects;
- Represents the District and coordinates work with Federal, State, and local agencies;
- Evaluates performance of staff and works to resolve related issues; interprets and explains policies;
- Participates in the planning and monitoring of division budget;
- Ensures environmental compliance in all work unit activities;
- Establishes and maintains positive and professional relationships with those contacted in the course of work;
- Selects, trains, motivates, and evaluates work unit personnel;
- Prepares a variety of reports and correspondence;
- Manages assigned operations, services and activities for the District's fleet maintenance program, including the leasing, maintenance, repair, overhaul, and purchase of district automobiles, trucks, heavy construction equipment and emergency generators;
- Oversees various studies and reports related to current and long range equipment service needs; develops specific proposals to meet those needs;
- Oversees and prepares specifications for the purchase of new vehicles and equipment; initiates disposal of surplus vehicles and equipment as required; inspects newly purchased equipment for conformance with specifications;
- Oversees the district's Pipe/Small Equipment Repair Shop and Welding Shop;
- Stays abreast of changing laws and regulations governing fleet services;
- Coordinates and oversees the provision of district-wide facility services, including maintenance, minor construction, repairs, modifications, improvements, and the re-configuration and movement of staff, facilities and work stations;
- Oversees, inspects, coordinates and monitors various facility installation activities, including furniture, space, safety, and security related building modifications; ensures compliance with district specifications, applicable building codes, safety and ADA regulations;

- Responds to and resolves building user complaints regarding lighting, cleanliness, temperature, noise, security, air quality, space allocation or related issues;
- Administers contracts and agreements as required, prepare and review specifications for formal requests for proposals; conducts bid openings, analyzes bids, recommends bid awards; and negotiates long-term contracts;
- Oversees and coordinates the activities and operations of a large central warehouse function and facility, including the receipt, storage, handling, disposal and assurance of materials, supplies and equipment;
- Analyzes stock activity records and ensures that stock is maintained within prescribed service levels; determines and recommends changes in service levels, order points and economic order quantities; initiates replacement requests when supplies reach order points; disposes of obsolete and slow moving items;
- Reviews requests for possible reissue, trade-up or sale of salvage items; screens and classifies excess, surplus or obsolete materials for proper disposal actions;
- Prepares or directs the preparation of bid invitations on surplus property, including advertising, scheduling and other disposal activities as required;
- Recommends, establishes and enforces effective procedures to ensure the security of assigned buildings, grounds and stored materials;
- Confers with vendors regarding warranty work; assists in establishing purchase orders with vendors for critical parts, supplies and contract services. Manages and monitors purchase orders and contractual agreements related to the activities of the units;
- Meets with local governing agencies, vendors and the general public; and
- Performs other duties as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Operation of water distribution and transmission systems and related preventive maintenance procedures; methods, techniques, materials and equipment used in water system construction, operation and maintenance;
- Computer applications used in maintenance work order systems as well as general office environment (Microsoft Word, Excel);

- Principles and practices of budget preparation and analysis;
- Principles and practices of contract administration;
- Principles and practices of supervision, training, and personnel administration;
- Applicable safety programs, and CAL/OSHA regulations and procedures
- Proper spelling, grammar, punctuation and writing practices;
- Operations, services and activities of a centralized building and facilities maintenance program;
- General facilities maintenance, repair and maintenance materials, equipment, techniques, tools and procedures;
- Modern and complex building maintenance and repair techniques;
- Principles and practices of the Americans with Disabilities Act as it pertains to facility management and maintenance;
- Principles and practices of purchasing and inventory control;
- Principles and methods involved in automobile, truck and construction equipment maintenance and repair, including terminology and specification;
- Principles and practices of a state certified welding program;
- Principles, practices, concepts and applications of a preventative maintenance management program for facilities, water distribution systems and fleet;
- Principles and practices of program development, budget preparation and administration.
- Technical aspects of the assigned work units;
- Principles and practices of landscape maintenance and water conservation;
- Principles and practices of materials management, contract preparation and administration;
- Purposes, methods, and practices of record keeping;
- Principles and practices of supervision, training and personnel administration;
- Operations, services, policies, and procedures of a public or water district agency.

Ability to:

- Plan, coordinate, schedule and supervise the work of a large staff;
- Communicate orally and in writing in a clear, concise and effective manner;
- Read, interpret, and work from maps, plans, and specifications;
- Maintain accurate work progress and cost records;
- Analyze work problems and develop effective solutions;
- Train and evaluate personnel;
- Prepare clear and concise records, reports, and correspondence;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Provide assistance in the development of the District's "Maintenance Master Plan";
- Drive a vehicle.

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 Business Administration or a closely related field, and five years of increasingly responsible supervisory experience in administration, materials management, water systems operations repair and maintenance or closely related field;

Or

- Completion of the twelfth grade or its equivalent, supplemented by college-level courses in administration, accounting, materials management, business administration or other applicable areas, and seven years of increasingly responsible supervisory experience in administration, materials management, water systems operations repair and maintenance or closely related field.

Internal Qualifying Training and Experience:

Current district employees may meet minimum qualifications of the position with the following experience:

- Ten years of satisfactory experience as a district employee, including a minimum of four years of district or external experience in a lead, senior, or supervisory role.

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.

LICENSES AND/OR CERTIFICATIONS

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.
- Obtain and maintain the Grade III Distribution Operator’s Certification issued by the California State Water Resources Control Board (SWRCB) within one year of appointment date.

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.

Employees who drive on district business to carry out job-related duties must be physically capable of operating the vehicles and equipment safely and 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.

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Environmental Conditions:

Office and shop environment; exposure to computer screens, noise, dust, grease, smoke, fumes, gases and potentially hazardous chemicals; work around heavy construction equipment.

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.

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: January 29, 2018

Approved by: Human Resources Manager February 7, 2018