



# MARIN MUNICIPAL WATER DISTRICT

## Superintendent of Operations

### DEFINITION

Under general direction plans, supervises, and coordinates several work units engaged in the operation of the water distribution system; the maintenance and repair of mechanical & electrical equipment; the maintenance and repair of supervisory control and data acquisition equipment (SCADA); and to do related work as required.

### DISTINGUISHING CHARACTERISTICS

Incumbents in this class are responsible for direction and supervision of several work units. The position is characterized by extensive supervision and responsibility for independent action within broad guidelines.

### EXAMPLES OF DUTIES

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

- Plans, assigns, supervises and evaluates the work of a work unit responsible for the operation and maintenance of mechanical & electrical equipment; and a work unit responsible for the operation and maintenance of the SCADA system; and a work unit responsible for the operation of the water distribution system;
- 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;
- 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;
- maintains liaison with other divisions and departments regarding modifications to water treatment and distribution facilities, including electronic controls and the SCADA system;
- plans monitors and evaluates new PLC programs and SCADA system improvements or upgrades;
- plans and coordinates work with other supervisors, establishes job priorities, and assigns personnel to subordinate work units;
- plans, assigns, supervises, and checks the work of various crews engaged in the operation and maintenance of the distribution system;
- plans and administers preventive maintenance programs;
- plans, prepares, and monitors section budget;
- prepares clear and concise records, reports, and correspondence;

- trains and evaluates the work of subordinates;
- ensures employee compliance with applicable safety rules and regulations.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Water transmission and distribution systems;
- operation and maintenance of SCADA control systems;
- software and practices of PLC programming;
- principles and practices of supervision and training;
- methods, materials, and equipment used in the operation and maintenance of the transmission and distribution systems;
- principles and practices used in the skilled installation, operation, and maintenance of a variety of mechanical and electrical equipment;
- equipment and tools related to the operation and maintenance of mechanical and electrical equipment;
- design and operation of automatic valves;
- codes, standard terms, and common practices of the mechanical and electrical trades;
- proper spelling, grammar, punctuation, and writing practices.

Ability to:

- Plan, coordinate, schedule and supervise the work of a large staff and subordinate team leaders;
- establish and maintain effective working relationships with those contacted in the course of work;
- read, interpret, and work from plans and specifications;
- read and analyze PLC software;
- plan, coordinate, schedule and supervise the work of subordinates;
- analyze work problems and develop effective solutions;
- plan, prepare, and administer section budget;
- use sound judgement in unusual and emergency situations;
- prepare clear and concise records, reports, and correspondence;
- depending upon job assignment, drive a vehicle; and
- 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; and five years of increasingly responsible experience in water system operation, repair, and maintenance, at least three years of which must have included the development and implementation of PLC programs, and three years of which included supervising the work of others;

OR

- completion of the twelfth grade or its equivalent; and seven years of increasing responsible supervisory experience in the operation and maintenance of a water distribution system; of which five years must include developing and implementing control systems; and of which five years must include operating and maintaining mechanical and electrical equipment.

### **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 and carry a District provided pager during non-business hours.

### **LICENSES AND/OR CERTIFICATIONS**

- Possession of, or the ability to obtain, a Class C California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.
- A Grade 5 Water Distribution Operator's Certificate issued by the California Department of Public Health (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: January 1999

Revised: May 2011

Approved by: Human Resources Manager