



SUPERINTENDENT OF OPERATIONS

DEFINITION

Under general direction plans, supervises, and coordinates work units engaged in the operation and maintenance of the water system and water treatment and to do related work as required. This mid-manager level position reports to the Operations Director.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification function as the department manager responsible for workgroups and operations related to water system operations. Superintendents may be assigned to manage any of the following areas: Water Treatment, Distribution System Operations, Mechanical and Electrical, Controls and/or Corrosion. In Water Treatment, the position functions as the Chief Operator of the District's water treatment facilities; in Distribution System Operations, the position functions as the Chief Distribution System Operator.

The position is characterized by full range of responsibility for a given operational areas and independent action within broad guidelines and consistent with regulations.

EXAMPLES OF DUTIES

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

- Plans, prioritizes, assigns, directs and evaluates the work of various work groups and staff responsible for the operation and maintenance of the water system that include water treatment, mechanical & electrical maintenance, controls systems, corrosion control and distribution system operations.
- Resolves complex technical problems associated with one or more of areas of responsibility.
- Responds to operational issues and emergencies as needed during non-business hours.
- Operates, plans, monitors, evaluates, and maintains water system infrastructure facilities including treatment plants, pump stations, valve and tanks to ensure a reliable supply of high quality drinking water is available.
- Uses the SCADA system to monitor and interpret distribution system or treatment

- plant operations and performance, makes periodic inspections, and recommends improvements.
- Works with other divisions, consultants and contractors to coordinate and facilitate and to provide feedback on project designs.
- Plans and coordinates work with other managers, establishes work priorities, and assigns personnel to subordinate work units.
- Maintains data for internal use; provides relevant data to other District departments as needed.
- Works with the Water Quality Manager and Lab Manager to improve water quality in the distribution system.
- Prepares and monitors budget; estimates staffing, equipment and supply needs.
- Trains and evaluates the work of subordinates and participates in and prepares workforce plans.
- Responds to customer reports or complaints.
- Ensures employee compliance with District safety practices and policies
- Stays current with and implements where appropriate new technology, trends, rules and regulations governing the operation of the water treatment plants and water distribution system.
- Writes Standard Operating Procedures, board reports, and internal and external correspondence.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Principles and practices of water treatment, transmission and distribution systems, maintenance, control systems and corrosion control;
- Operation and maintenance of SCADA and control systems;
- Principles and practices of effective supervision and training and performance evaluation.
- Methods, practices materials, equipment, and instrumentation, used in the operation and maintenance of water treatment plants and the transmission and distribution systems.
- Principles and practices used in the skilled installation, operation, and maintenance of water treatment plants, distributions system operations, a variety of mechanical and electrical equipment, controls systems and corrosion control.
- Equipment and tools related to the operation and maintenance of mechanical and electrical equipment, process instrumentation and controls.

- Local, state and federal rules, regulations and laws including future or proposed governing the operation of the water system area of responsibility.
- Design and operation of water system equipment and instrumentation including but not limited to valves, pumps, motors, tank level indicator, pressure sensors, and turbidimeters.
- Codes, standard terms, and common practices of the mechanical and electrical trades, water treatment plant operation, distribution system operation, control systems and corrosion control, depending on assigned area.
- Modern administrative methods and techniques, proper spelling, grammar, punctuation, and writing practices.

Ability to:

- Plan, prioritize, develop operational goals, direct and assign work activities.
- Coordinate the operation and activities of the assigned water system area of responsibility.
- Recognize unusual or inefficient operating conditions and take action appropriate action
- Establish and maintain effective working relationships with those contacted in the course of work.
- Read, interpret, participate in development of and work from plans and specifications.
- Plan, coordinate, schedule and supervise the work of subordinates, provide performance feedback and written evaluations.
- Analyze work problems and develop effective solutions.
- Communicate effectively with staff, other departments, divisions and agencies.
- Plan, prepare, and administer section budget.
- Use sound judgement in unusual and emergency situations.
- Prepare clear and concise records, reports, and correspondence.
- 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 or other related field; and 5 years of increasingly responsible experience in one of the following areas of responsibility - water treatment plant operator, or water distribution system operations, water system

maintenance, or repair and maintenance of water systems mechanical and electrical equipment, at least 3 years of which must include supervising the work of others;

AND

Required Certifications:

- For Water Distribution System area of responsibility a valid Grade D3 Water Distribution Operator Certificate issued by the California State Water Resources Control Board Division of Drinking Water. The Superintendent must obtain a valid California State Water Resources Control Board Division of Drinking Water D5 Distribution Operator Certificate within 72 months of appointment.
- For Water Treatment area of responsibility candidates shall possess a valid grade T5 Water Treatment Plant Operator certification issued by the California State Water Resources Control Board Division of Drinking water.
- For other areas of responsibility a valid Grade D3 Water Distribution Operator Certificate issued by the California State Water Resources Control Board Division of Drinking Water.

OR

- Completion of the twelfth grade or its equivalent; and 7 years of experience at least 3 years of which must include supervising the work of others in the applicable area of responsibility, depending on assigned areas. Qualifying areas of experience may include one of the following:
 - Operation of a T5 rated conventional surface water treatment plant.
 - Operation of a D5 rated distribution system.
 - Maintenance of a complex water system(s) which may include one or more of the following: system maintenance, facility maintenance, mechanical and electrical equipment including controls and instrumentation.

AND

Required Certifications:

- For Water Distribution System area of responsibility a valid Grade D3 Water Distribution Operator Certificate issued by the California State Water Resources Control Board Division of Drinking Water. The Superintendent must obtain a valid California State Water Resources Control Board Division of Drinking Water D5 Distribution Operator Certificate within 72 months of appointment.

- For Water Treatment area of responsibility candidates shall possess a valid grade T5 Water Treatment Plant Operator certification issued by the California State Water Resources Control Board Division of Drinking water.
- For other areas of responsibility a valid Grade D3 Water Distribution Operator Certificate issued by the California State Water Resources Control Board Division of Drinking Water.

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 non-routine and emergency situations and carry a District provided phone 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.
- See list of required certifications listed in the training and experience section.

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 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. Re-quests for reasonable accommodation should be directed to the Human Resources Manager.

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Approved by: Human Resources Manager