



Utilities Superintendent

Purpose of the role:

Plans, organizes and manages the day-to-day activities of the water and wastewater operations to safeguard public health, manage regulations, and to provide emphasis on environmental goals to provide services in an innovative and coordinated approach and in compliance with state and federal requirements.

Distinguishing Characteristics:

The Utilities Superintendent is responsible for policy development, program planning, fiscal management, administration and operational direction of assigned departmental functions. The incumbent provides highly responsible and complex managerial support to the Deputy Public Works Director in planning, organizing and directing water utilities and wastewater utilities, wastewater treatment, water quality, storm water quality and related environmental programs. The incumbent is accountable for ensuring effective program planning, systems and quality of operations. Assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Develop, implement and monitor short-term and long-term plans, goals and objectives focused on achieving the Division's mission and priorities that include providing essential life services such as water, sanitation, public safety, and environmental protection through innovative, sustainable and cost effective practices.
- Plan and manage a variety of projects associated with operation and maintenance activities such as Capital and Maintenance improvement projects for reservoirs, pump stations, distribution and collection systems, lab analysis, and the treatment of water, groundwater, storm water, and wastewater.
- Plan and execute operations and maintenance strategies to provide high-quality, cost-effective services.
- Ensure timely and effective delivery of services to meet short-term and long-term goals and objectives.
- Select, develop and manage team to deliver optimum services.
- Work with regional partners and regulatory agencies to successfully meet existing and expected reporting, documentation, and certification regulations including National Pollution Discharge Elimination Systems (NPDES), Total Maximum Daily Loads

(TMDLs), Municipal Separate Storm Sewer System (MS4), and Division of Drinking Water (DDW).

- Manage environmental monitoring and compliance activities, such as the City's Industrial Waste/Pre-treatment Program, Drinking Water Quality Assurance Program, Storm Water Quality Management Program, including the inspection and sampling of industrial and commercial facilities for compliance with wastewater discharge, industrial waste, and storm water quality regulations.
- Evaluate operational issues to determine efficacy and implement improvements to ensure current with the latest applicable technology developments in the public works discipline.
- Provide leadership for problem resolution to facilitate improvements and improved working relationships.
- Coordinate and drive working relationships with key internal and external partners.
- Oversee division training and safety program; insure compliance with City safety policies and Cal-OSHA requirements.
- Perform other duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of comprehensive water and wastewater treatment plants.
- Concepts, theories, principles, and practices of water distribution and wastewater collection utilities.
- Concepts, theories, principles and practices of wastewater pre-treatment and industrial waste requirements.
- Concepts, theories, and principles of storm water regulations and best practices.
- Modern methods, tools, equipment, materials, and work practices utilized in the design, installation, operation, maintenance, and repair of public works facilities and systems including that of wastewater collection and treatment facilities.
- Methods and techniques of contract negotiations and administration.
- Principles and practices of water and wastewater project management, administration, and coordination.
- Principles and practices of program development and administration.
- Mathematical principles as applied to water and wastewater treatment, distribution and collection.
- Types and level of maintenance and repair activities generally performed in a public works program.
- Principles and practices of public relations.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Provide complex managerial support in directing a comprehensive public works program including public works maintenance and operations, municipal water systems, and wastewater collection and treatment programs.
- Develop and administer departmental goals, objectives, and procedures.
- Exercise sound, expert independent judgment within general policy guidelines.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Negotiate and administer various contracts and agreements.
- Present proposals and recommendations clearly and logically in public meetings.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with other divisions, departments and those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Skill and Career Development Coach
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, or related field.

Experience:

Eight years of progressively responsible public works/utility experience which includes two years in a management and administrative capacity.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

Education and Experience

Guidelines:

The following license and certifications are desirable but not required:

- California Professional Engineering License
- California State Water Resources Control Board Grade V Wastewater Treatment Operator certification
- California State Water Resources Control Board Grade III Water Treatment Operator certification
- California Regional Water Quality Control Board Grade IV Water Distribution Operator certification
- California Water Environment Association Grade IV Wastewater Collection System Maintenance certification
- California Water Environment Association Grade III Laboratory Technologist certification
- California Water Environment Association Grade III Mechanical Technologist certification
- California Water Environment Association Grade II Environmental Compliance Inspector certification

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged period of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operator office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/4/15

Date Revised: