

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY OPERATIONS SUPERINTENDENT

DATE: 5/23/2006

JOB CODE: 51798

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MID-MGMT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under the general direction, of the Director of Water Utility, to plan, organize, implement and control installation, maintenance, operation and repair of electrical systems and equipment, water treatment facilities, pumps, boosters, pressure regulating devices and Hydro-generation, geothermal and chlorinating equipment, including constructing pumping stations; schedule, assign, monitor and inspect work in progress and upon completion.

DISTINGUISHING CHARACTERISTICS

The class of Water Utility Operations Superintendent reports to the Director of Water Utility. The Water Utility Operations Superintendent is responsible for managing and coordinating the operation of the Department's production and treatment facilities. Work responsibility involves the supervision of subordinate administration staff and section supervisor.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provides courteous and expeditious customer service to the general public and City Department staff;
- Routinely adheres to and maintains a positive attitude towards City and department goals;
- Supervises, trains, develops and evaluates the performance of foremen, supervisors and crafts workers;
- Directs the planned and scheduled operation, maintenance and construction of water production and treatment, geothermal and hydro-generation facilities;
- Interviews applicants and recommends action on appointments; counsels employees and recommends disciplinary actions;
- Conducts frequent inspections to evaluate quality of work in progress according to plans and schedules;

- Inspects and assures that safety equipment is consistently used and worn by employees and that proper safety standards and procedures are adhere to and enforced;
- Keeps up to date on the latest safety requirements and procedures, and provides for continuing instruction of supervisors and employees;
- Exercises a high level of tact and diplomacy in dealing with the public as well as other divisions of the water department;
- Composes memos, correspondence, reports and directive;
- Reviews and approves payroll timekeeping records;
- Schedules and conducts staff meetings;
- Operates Department vehicles.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles and practices of water treatment, distribution and storage;
- Maintenance and construction project supervision;
- Advances principles of project management;
- Methods and purposes of chlorination and water production efficiency;
- Types and variety of pumps, motors and chlorinators;
- General principles of supervision and scheduling and training;
- Appropriate safety precautions and procedures;
- Types and variety of paints, cutters and protective coatings;
- Principles of supervision and training;
- English usage, spelling, grammar and punctuation;
- Communicate clearly and concisely, orally and in writing;
- Basic public relations techniques.

Ability to:

- Plan, organize, schedule and monitor work for efficiency, quality and timeliness;
- Read and understand blueprints, sketches, drawing and specification;

- Establish and maintain effective relationship with those contacted in the course of work;
- Operate a vehicle observing legal and defensive driving practices;
- Make work assignments, set priorities for, train and review the work of subordinate supervisors and staff personnel;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school, or equivalent,

And

AA or AS degree in engineering, physical sciences, business administration or related field,

And

Five (5) years of journey level experience including five (5) years supervisory experience in water utility engineering, operation, construction management and maintenance.

Or

Experience: Graduation from high school, or equivalent, and ten years journey level experience including five (5) years supervisory/management in water utility engineering, operation, construction management and maintenance.

Certificate: Must possess and maintain a valid State of California Department of Health Services Water Treatment Operator Grade 5 Certificate, and State of California Department of Health Services Water Distribution Operator Grade 3 Certificate,

And

Must possess a valid California Class "C" driver's license; Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12504a).

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 50 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without

correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Utility Operations Superintendent

To: Director, Water Utility

Job Description:

BOWC Approved: 5/16/2006

CSB Approved: 5/23/2006

Testing Standards:

Open/ Department Promotional/
Civil Service Appl Review/ Civil Service Oral: 5/23/2006