

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: WATER UTILITY DISTRIBUTION SUPERINTENDENT**

**DATE: 5/1/12**

**JOB CODE: 51768**

**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 general direction to plan, organize, implement and control installation, repair, and servicing of water distribution facilities and equipment; schedule, assign, monitor, and inspect work in progress and upon completion.

## **DISTINGUISHING CHARACTERISTICS**

The class of Water Utility Distribution Superintendent reports to the Director of Water Utility. The Water Utility Distribution Superintendent is responsible for managing and coordinating construction management. The incumbent is also responsible for the management and operations for the water system of the Department. Work responsibility involves the supervision of subordinate administrative staff and section supervisors.

## **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:*

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Supervise, train, develop, and evaluate the performance of foremen, supervisors, and crafts workers;
- Interview applicants and recommend action on appointments; counsel employees and recommend disciplinary actions;
- Direct the planned and scheduled construction, installation, repair, and servicing of water distribution systems, water mains, domestic and commercial water services, and fire services;
- Direct the repair of major system breakdowns;

- Conduct frequent inspections to evaluate quality of work in progress according to plans and schedules;
- Conduct frequent inspections of the water production and distribution system and facilities and report deficiencies and needed repairs;
- Inspect and assure that safety equipment is consistently used and worn by employees and that proper safety standards and procedures are adhered to and enforced;
- Keep up to date on the latest safety requirements and procedures, and provide for continuing instruction of supervisors and employees;
- Explain Water Department improvement procedures to residents and property owners;
- Exercise a high level of tact and diplomacy in dealing with the public as well as other divisions of the water department;
- Compose memos, correspondence, reports, and directives;
- Review and approve payroll timekeeping records;
- Schedule and conduct staff meetings;
- Operate 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:**

- Advance knowledge of procedures of installation, service, repair, and maintenance of water systems infrastructure and apertinences;
- Use and care of materials, equipment, and tools used in water infrastructure construction and maintenance;
- Basic surveying;
- Advanced principles of project and contract management;
- Business and shop mathematics;
- Safety principles, practices, and requirements;
- Principles of supervision and training;
- English usage, spelling, grammar, and punctuation;
- Communicate clearly and concisely, orally and in writing;
- City, county, state and federal codes governing public water utilities;
- Basic public relations techniques.

**Ability to:**

- Plan, organize, schedule, and monitor work for efficiency, quality, and timeliness;
- Establish and monitor record keeping and reporting systems;
- Analyze complex projects and compile reports;
- Perform project management including scheduling, change orders, and project close out activities;
- Perform construction inspection;
- Read, understand, and prepare complex engineering drawings, specifications, and contract documents;
- Make work assignments, set priorities for, train and review the work of subordinate supervisors and staff personnel;
- Make oral presentations to the public and other city departments;
- Operate a vehicle observing legal and defensive driving practices;
- Establish and maintain effective relationships with those contacted in the course of work;
- 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 operation, construction, construction management and maintenance.  
Or
- Experience:** High School graduation or equivalent, and ten years journey level experience including (5) years supervisory/management in water utility operation, construction, construction management and maintenance.

**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.

Must have and maintain a valid State of California Department of Public Health Water Distribution Operator Grade 3 Certificate, and State of California Department of Public Health Water Treatment Operator Grade 2 Certificate.

Within 42 months of employment must obtain a State of California Department of Public Health Water Distribution Operator Grade 5 Certificate.

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

## **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 Distribution Superintendent

**To:** Director, Water Utility

### **Job Description:**

BOWC Approved:

1/10/1995

Rev Appr:

12/4/2001

10/11/2005

5/1/2012

**Testing Standards:** Open/Department Promotional/CS Oral

CSB Approved:

10/11/2005