

WATER DISTRIBUTION SUPERINTENDENT

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.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Water Distribution Division within the Public Works Department including installation, maintenance, and repair of the City's water distribution system and non-potable water system, the cross connection control program, meter reading program, and warehouse operations; ensures compliance with state and federal regulations and requirements; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Public Works Director.

REPRESENTATIVE DUTIES

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.

1. Assume management responsibility for assigned services and activities of the Water Distribution Division including planning, coordinating, organizing, directing, and evaluating the work of maintenance personnel engaged in the installation, maintenance, and repair of the City's water distribution system and non-potable water system, the cross connection control program, meter reading program, and warehouse operations.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; develop, implement, and monitor a comprehensive safety program relative to division field activities; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Prepare and submit regular operations and maintenance reports and required regulatory reports to local, state, and federal agencies; ensure compliance with local, state, and federal agencies.

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8. Establish management reporting systems and ensure the availability of accurate data for the Computerized Maintenance Management System (CMMS); work with engineering staff to develop and implement capital projects for improvements to the distribution system.
9. Estimate time, materials, quantity and cost involved in assigned projects.
10. Obtain and review bids for supplies and outside contractual services; monitor and approve equipment purchases; order supplies and initiate purchase orders; assist staff in developing specifications as necessary.
11. Negotiate contracts with developers, consulting engineers, and water service customers; prepare and recommend adoption of ordinances which affect the water distribution system.
12. Work within a budget; code invoices for payment.
13. Schedule, plan, or review assignments within the department or for other departments on future planning projects.
14. Review or direct the review of distribution pipelines, hydrants, services and other distribution apparatuses by private developers and contractors.
15. Serve as the liaison for the Water Distribution Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
16. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
17. Provide responsible staff assistance to the Public Works Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to water distribution operations programs, policies, and procedures as appropriate.
18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of water distribution, cross connection, meter reading, and warehouse operations; incorporate new developments as appropriate.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to claims submitted to the City for damages.
20. Perform related duties as required.

QUALIFICATIONS

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 water distribution systems.
- Advanced methods and practices involved in the maintenance, repair and improvements of a water distribution system.
- Modern principles, practices and techniques of equipment and tools used for the improvement and maintenance of water distribution systems.
- Procedures, methods, materials, and techniques used in construction of water system projects.

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- Principles and practices of program development and administration.
- Principles and practices of cost, time and materials estimating.
- Modern and complex principles and practices of civil and utility engineering.
- Principles and practices of public works administration
- Safe work practices.
- Occupational hazards and standard safety practices.
- Methods and techniques for detailed report preparation and writing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of supervision, training and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Oversee and participate in the management of a comprehensive water distribution program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Plan, organize, direct and evaluate the maintenance of a water distribution system and public works stores facility.
- Oversee the development of utility engineering designs.
- Administer a variety of utility construction projects and work effectively with a variety of community groups.
- Prepare and submit comprehensive and mandated reports.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Interpret and explain the City's water distribution policies and procedures
- Promote and enforce safe work practices.
- Minimize public and employee safety hazards by conforming to required codes.
- Safely and effectively operate the tools and equipment used in water distribution operations.
- Successfully operate various software programs as required using computers or other hand held devices.
- Analyze problems, 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.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Education/Training:

High school diploma supplemented by college or university level courses with an emphasis in civil engineering, environmental health or a related field.

Experience:

Six years of increasingly responsible experience involving processes, maintenance,

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and techniques applicable to a water distribution system including two years of administrative and supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of State of California Department of Health Services (DOHS) Grade IV Water Distribution Operator Certificate.

Possession of a Cross-Connection Control Specialist certificate issued by the American Water Works Association is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

FLSA: Exempt

Created: July 2007

Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.