

CITY OF HUGHSON

UTILITIES SUPERINTENDENT

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specific 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 qualifications of incumbents within the position.

DEFINITION:

Under general direction, supervises, evaluates, plans and participates in the day-to-day operations of the City's wastewater treatment plant and facilities as well as the water system and infrastructure; assists in the preparation and administration of the division budget; evaluates and trains assigned staff; interfaces with and coordinates assigned functions with other City services and departments; represents wastewater treatment plant and water system operations with governmental regulatory agencies; ensures work quality and accuracy and safe work practices; serves as a technical resource for assigned work crews and the department Director; performs other management related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Utilities Superintendent** is part of the mid-management level class responsible for assigning and supervising the day-to-day operation, development, repair and maintenance of the City's wastewater treatment plant and facilities as well as the water system and infrastructure. The incumbent is expected to perform the full scope of duties. This classification is distinguished from the higher classification of Director in that the latter is responsible for the overall management and supervision of the Department. FLSA status – exempt.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts administrative responsibility for the activities, operations and services for the Utilities Division—Wastewater and Water—in providing quality distribution and treatment services for the City; plans, supervises, prioritizes, monitors and participates in the work of staff responsible for the maintenance and operation of the wastewater treatment plant and facilities as well as the water system and infrastructure; ensures compliance with local, state and federal mandates for water quality; makes treatment plant and water system operation modifications as needed; provides monthly/annual reports to local, state and federal authorities.
- Evaluates staffing requirements and utilization of staff; supervises, evaluates, trains assigned staff; develops and directs staff safety training programs; monitors work in progress and schedules work assignments.

- In coordination with the Public Works Superintendent, assists the Director with operating and capital budgets; analyzes annual operating costs and makes recommendations for budget development and improvements in operating costs; administers and monitors the approved budget; prepares project cost estimates and analyses.
- Supervises and performs tasks related to maintenance, repair and construction of all wastewater treatment plant and water system facilities; inspects the maintenance and repair of equipment for quality, compliance with applicable standards and proper operation.
- Attends and participates in organizational and community meetings as necessary; responds to and resolves community and organizational inquiries and complaints; represents the City's utilities functions in public relations activities and with regulatory agencies; establishes and maintains a customer service program within the division.
- Oversees laboratory analysis programs for wastewater, sludge and effluent and is accountable for operating and systems modification based on test results.
- Monitors and makes adjustments to both the wastewater and water SCADA systems.
- Prepares a variety of water quality and industrial waste reports for regulatory agencies and internal operations; monitors water quality and groundwater levels; conducts regular inspections to identify maintenance and repair needs; schedules, plans and supervises the installation, maintenance and repair of mechanical and electrical systems.
- Establishes schedules and methods for providing water maintenance services; identifies resource needs; reviews needs with appropriate staff and management and allocates resources accordingly.
- Develops and/or enforces rules, regulations and procedures relating to the utilities operations and requirements prescribed in all applicable sections of the California Government Code.
- Establishes positive working relationships with representatives of community organizations, state and local agencies and associations, management in other divisions and departments, staff and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on unlevel and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when inspecting work and performing maintenance on assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position may be exposed to biohazards and a variety of working conditions, including wet, hot and

cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy traffic conditions, as well as write reports using a computer and often work with constant interruptions. Incumbents will also work around high voltage and loud noise. The incumbent may be required to respond to emergency call-outs and perform routine standby duties.

The work conditions described here are representative of those the incumbent encounters while performing the essential function of the position. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, abilities and skills necessary for a **Utilities Superintendent**. A typical way of obtaining the required qualifications is to possess the equivalent of four years experience and increasing responsibility in the operation, mechanical maintenance and repair of the wastewater treatment plant and facilities as well as the water system and infrastructure, at least two of which were while in possession of a Grade III Wastewater Treatment Operator certificate and/or a Water Treatment II (T2) and a Water Distribution II (D2) certificate, and possession of a high school diploma or equivalent. Courses/trainings in management and/or supervision are highly desirable.

License/Certificate:

Minimum Qualifications:

Possession of a Grade II Certification as a Wastewater Plant Operator from the California State Water Quality Control Board and a Grade II Certification as a Water Treatment Plant Operator and a Grade II Certification as a Water Distribution Operator from the California State Department of Health Services.

Grade III Certification as a Wastewater Plant Operator is highly desirable.

Possession of the listed certifications as well as experience and sound working knowledge in the other discipline is required.

Possession of all three listed Certifications is required and the incumbent who only possess the Wastewater Grade II certification or the Grade II Water Treatment Operator and/or the Grade II Water Distribution Operator Certificate will be expected to test for and obtain the other certification(s), as well as a Grade III Certification as a Wastewater Plant Operator, within 12 months.

Possession of, or ability to obtain a valid Class C California driver's license; a Class A or B California driver's license is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the knowledge, abilities, skills necessary to perform essential duties of the positions.)*

Knowledge of:

Modern principles, practices and techniques of wastewater treatment plant and water system operations, quality assurance, process controls and system maintenance; testing methods and procedures, including qualitative and quantitative analysis; principles and practices of wastewater collection and water treatment and distribution; cost, time and materials estimating; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations, including those governing wastewater treatment and collection and water treatment and distribution; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; advanced principles of mathematics; methods and techniques for record keeping and report preparation and writing; proper English, spelling, grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize and supervise the operation of the water and wastewater system and associated infrastructure; accurately supervise and perform the mandatory testing and analyzes; cooperate and communicate clearly, concisely and effectively, both orally and in writing with staff and management from other divisions and departments; work effectively with a group or individual; establish and maintain effective working relationships; organize, prioritize and follow-up on work assignments; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow and provide written and oral directions; read, interpret and record data accurately; interpret, explain and apply applicable laws, codes and regulations; apply leadership principles.

Skill to:

Operate an office computer and a variety of word-processing and software applications; operate and adjust a SCADA system; safely and effectively operate the tools and equipment required of the position; effectively motivate and in a positive manner, get the most out of staff; create a work environment that is enjoyable and conducive to cooperation, communication and production.