

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Water Superintendent	Job Family: 3
General Classification: Management	Job Grade: 22A

Definition: To manage, organize, direct, and supervise the maintenance, construction, repair, and operation of the City’s water distribution system and manage the City’s water quality program.

Supervision Received and Exercised: Receives direction from the Utilities Services Manager; exercises direct supervision over assigned maintenance, clerical, and technical personnel.

Distinguishing Characteristics: This position of Superintendent is a management classification in which the incumbent is responsible for the management of water distribution and water quality operations. This classification differs from the classifications of Water Quality Supervisor, Utilities Systems Supervisor, and Wastewater Supervisor, in that the latter are supervisory-level classifications as opposed to having sectionwide responsibilities.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Recommend and assist in the development and implementation of department/divisionwide goals and objectives; establish schedules and methods for the water treatment and distribution system; implement policies and procedures.
2. Plan, prioritize, assign, direct, and supervise and review all aspects of the City’s water operation, including potable and recycled water distribution system maintenance and repair; water meter reading, repair, and replacement; water quality; and water operations.
3. Ensure water quality sampling and monitoring programs comply with current Federal, State, and local regulations for water quality testing and reporting within required timelines.
4. Allocate water operation staff resources to meet goals for water quality compliance and sampling, distribution system repair and maintenance, and water meter reading and maintenance.

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5. Coordinate with the Water Resources Manager to take necessary steps to implement water conservation programs in City water operations and at City facilities.
6. Assist in the review and development of alternative water supplies, including gray water reuse, recycled water, and indirect and direct potable reuse. Track and monitor emerging issues relating to water resourcing and make recommendations for appropriate actions and responses.
7. Complete water consumption, water loss, and related reports to comply with current Federal, State, and local regulations.
8. Optimize the City's use of water sources to maximize water quality, minimize costs, and maintain infrastructure.
9. Ensure water staff are trained in all aspects of water operations. Promote high-performance teamwork to ensure timeliness and quality of deliverables.
10. Direct the resolution of problems or emergencies relating to water system operations.
11. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications.
12. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff and equipment budget requests; monitor and control expenditures.
13. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
14. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
15. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
16. Develop and maintain effective working relationships with customers, regulatory agencies, and the general public.
17. Coordinate and monitor contractors in providing agreed-to contractual services.

18. Serve as the City's chief water system operator as needed.
19. Track and monitor new legislation impacting construction, distribution, operation, and quality of water systems. Ensure that the City reacts promptly and responds to pending legislation.
20. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Project management principles and techniques, including construction, operations, maintenance, repair, and control of water distribution and water treatment systems, facilities, and equipment; principles and practices of water treatment and distribution system design, installation, and maintenance; water consumption metering and meter maintenance; water quality testing, monitoring, and reporting requirements; State and Federal water quality laws and health impacts of water quality problems; equipment, tools, and materials used in the maintenance and repair of water treatment and distribution systems; principles of supervision, training, and performance evaluation; principles of municipal budget administration; modern office procedures, methods, and computer equipment and related software; principles and practices of safety management and training related to area of responsibility; and pertinent local, State, and Federal laws, ordinances, and rules, including water agency standards.

Ability to: Organize, implement, and direct water treatment and distribution system operations; identify and assess business needs to coordinate effective operations and maintenance solutions; lead and manage multiple activities which require integration and coordinating the work of multiple projects; interpret and explain pertinent division and department policies and procedures; assist in the development and monitoring of an assigned program budget; effectively utilize computers and automated systems; develop and recommend systems and procedures related to assigned operations; develop cost estimates for supplies and equipment; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and supervise, train, and evaluate assigned staff.

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Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Equivalent to completion of an associate's degree in business administration, public administration, engineering, or related field and four years of increasingly responsible experience in water treatment and distribution system maintenance, including one (1) year of lead or supervisory responsibility; or equivalent to the completion of high school and eight (8) years of increasingly responsible experience in water treatment and distribution system maintenance, including two (2) years of lead or supervisory responsibility. Completion of the City's supervisory training program required within two (2) years of appointment.

Required Licenses or Certificates: Possession of a valid California Class C Driver License. Possession of a California Water Resources Control Board Grade D4 Water Distribution Operator Certificate and a Grade 2 Water Treatment Operator Certificate.

Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

Established: December 2017

HRD/CLASS SPECS
Water Superintendent