



MAINTENANCE SUPERINTENDENT

DEFINITION:

Under general direction of the Field Operations Manager, oversees, plans, directs and coordinates the activities and operations of the District's Construction and Maintenance Department, Buildings and Grounds, and Fleet Maintenance; organizes and directs the work of crews and personnel engaged in the installation, maintenance and repair of water mains, sewer mains, meters, services and related appurtenances to supply residential, commercial and industrial water and sewer; oversees fleet maintenance, building maintenance, and procurement functions; participates in the development and administration of the departmental budget; provides assistance to the Field Operations Manager; and performs other duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Field Operations Manager. Exercises general supervision over lead and field personnel for Construction and Maintenance Department, Buildings and Grounds, and Fleet Maintenance.

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

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified 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 the incumbents within the class.*

- Directs all activities related to Construction and Maintenance, Building and Grounds, and Fleet matters including management of staff and oversight of contractors to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and integrity in compliance with applicable laws, regulations, policies and procedures.
- Develops and monitors short and long range planning for field operations and systems maintenance.
- Develops and maintains accurate water facility, building and grounds, and fleet maintenance information and records.
- Plans, organizes, directs and monitors maintenance and repair projects for water distribution systems; establishes work methods and standards; serves as Shift Distribution Operator.
- Manages and directs maintenance programs for district properties including, but not limited to, rolling stock, buildings, pump stations, reservoir sites and underground systems; ensures appropriate records are maintained.
- Organizes, directs and coordinates staff engaged in the operation and maintenance of

district facilities; inspects work in the field; provides guidance and supervision to maintenance field crews; serves as a technical resource regarding water systems; directs staff in emergency situations.

- Coordinate assigned maintenance activities with those of other divisions and outside agencies and organizations; consults with contractors regarding work to be performed.
- Oversees the performance of repairs on buildings and structures, including electrical, plumbing, remodeling, flooring fencing, painting, heating and cooling repairs, and related maintenance.
- Oversees the performance of light maintenance on vehicles and equipment including oil changes, brake repair, engine tune-up, problem trouble-shooting and resolution, transmission service, tire repair and replacement through assigned staff and contracted services.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water, fleet maintenance and buildings and grounds.
- Controls expenditures of allocated funds; evaluates maintenance and equipment needs with available sources; prepares estimates and monitors construction, maintenance and operating costs.
- Assumes responsibility for safety training for all staff; enforces safety regulations and accident reporting requirements and implements hazardous materials control procedures.
- Selects, trains, motivates and evaluates assigned personnel; provides and/or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures; monitors employee certifications, training and safety programs.
- Represents the Department with other departments, elected officials, and outside agencies.
- Provides responsible staff assistance to the Field Operations Manager; may attend a variety of Board, Committee, and related meetings; prepares and reviews staff reports and other necessary correspondence.
- Explains and justifies departmental programs, policies and activities; negotiates and resolves controversial issues; investigates and responds to difficult and sensitive customer inquiries and complaints.
- Performs special projects for the Field Operations Manager, as assigned.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, District staff and Board, and the general public.
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

- Works weekends, evenings and holidays as required accommodating the District's needs, in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Combination of office and field environment.
- Must be able to carry, push, pull, reach, and lift equipment and objects weighing up to 50 pounds; stoop, kneel, crouch, crawl, and climb during plant maintenance and repair work.
- Work in an environment with exposure to dust, dirt, hazardous materials, and significant temperature changes between cold and heat; stand and walk for extended time periods.
- Stand, walk and sit for extended time periods; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed governmental officials, media representatives, business and community leaders, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

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

Education and/or Experience:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from college with a Bachelor's degree in Public Administration, Business Administration or a closely related field, and a minimum of five (5) years of technical experience in water distribution and/or sewer system maintenance or a closely related field, including at least three (3) years in a supervisory capacity. Additional qualifying experience may be substituted for the educational requirement on a year for

year basis when supplemented by the completion of college-level courses in water operations and maintenance.

License/Certificate:

Possession of a valid Class A California driver's license and satisfactory driving record.

Possession of a valid D4 Water Distribution System Operator Certificate issued by the California State Water Resources Control Board.

Possession of a valid T2 Water Treatment Operator Certificate issued by the California State Water Resources Control Board.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

- Principles of employee supervision including training, development and performance evaluation.
- District policies, rules, regulations and procedures.
- Principles of budget administration.
- Principles, techniques and equipment used in the installation and maintenance and repair of water mains, services, District facilities and related appurtenances.
- Safety procedures and regulations, safe work practices and safety equipment related to the work.
- Methods and techniques of water and sewer system operation, maintenance, installation and repair.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- Relevant Federal, State and local laws and regulations.
- Cost estimating and contract administration.
- Advanced operations and uses of standard spreadsheet, database, word processing and presentation software.

Ability to:

- Provide supervision and support to managing water distribution and operation programs.
- Oversee selection and training of new employees for department.
- Administer an assigned department budget.
- Keep detailed and accurate records.
- Interpret and explain District policies and procedures.
- Lead the safety program for the District.
- Keep abreast of trends and advances in methods and technology related to field operations and maintenance.
- Select, assign, supervise and evaluate the work of staff; delegate authority and responsibility to ensure accountability.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.

- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with community organizations, District staff and Board, and the general public.
- Operate a computer and related software at an intermediate level.

STATUS: Exempt

Revised: August 31, 2017