

BELLA VISTA WATER DISTRICT

Classification Specification

Job Class: Distribution Superintendent

FLSA Status: Exempt

Supervisor: General Manager

Plans, organizes, assigns, directs, evaluates and supervises the operations, construction, and maintenance of the District's transmission and distribution system, facilities, vehicles and equipment.

Examples of Essential Duties and Responsibilities:

The following duties are typical for this classification. Management retains the right to add, revise, remove, or revise duties as needed.

- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for performing a variety of field operations functions; implements policies, procedures, and safe work practices
- Plans, prioritizes, assigns, supervises, and reviews the assigned maintenance of field operations
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations activities
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for services, labor, materials and related resources for public works and utilities projects or programs, monitors and controls expenditures
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures. Prepares employee evaluations
- Ensures the proper planning of maintenance, construction, and repair projects; reviews capital improvements of District systems with engineering; participates in system design changes and improvements
- Reviews and approves staff time sheets and leave requests and schedules as the needs of the Department
- Represents District operations with public, contractors, vendors, and governmental agencies
- Conducts and monitors District facilities and site inspections, job hazards analyses, and other evaluations to identify hazards and potential risk; conducts or assigns inspections and makes recommendations to assigned manager and implements corrective actions
- Develops, administers, and supervises maintenance, construction, and related contracts
- Promotes the District's succession planning by mentoring staff; works with employees to correct deficiencies; provides support in the disciplinary process
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities
- Builds and maintains positive working relationships with co-workers, other District employees, and the public using principles of good customer service
- Performs other duties as assigned

Distinguishing Characteristics

This supervising manager is responsible for planning, organizing, assigning, directing, evaluating and supervising the work of subordinates and is responsible for the Distribution Department. Assignments and potential emergency actions require incumbents to use independent judgment, initiative, and perform essential activities within established operational parameters.

Supervision Responsibilities

Responsibilities include direct supervision of supervisory, Distribution Operators and/or temporary staff.

Minimum Qualifications

Knowledge Of:

- Knowledgeable in water transmission and distribution operations, maintenance and construction and related operations
- Capable of planning, prioritizing, delegating, inspecting and measuring work performed
- Able to evaluate staff efficiency and effectiveness
- Capable of establishing procedures and implementing District policies
- Progressive in the approach to business management and able to delegate both authority and responsibility while holding the staff accountable
- An effective listener and team builder who is accessible and open to new ideas
- Capable of administering human resource matters, including discipline, fairly and in conformance with applicable laws
- Capable of representing the District with customers, community groups, and other governmental agencies to further District objectives

Ability To:

- Organize, implement, and direct the installation, maintenance, and repair of water transmission and distribution materials and equipment
- Interpret and explain pertinent District and departmental policies and procedures
- Oversee the establishment and maintenance of training, and work safety programs
- Perform administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements
- Ensure the proper maintenance, repair, and operations of District equipment and facilities
- Assist in the development and monitoring of an assigned budget
- Develop and recommend policies and procedures related to assigned operations
- Supervise, train, and evaluate staff
- Establish and maintain effective and cooperative working relationships with co-workers, outside agencies, vendors, consultants/contractors, local community groups, public officials, and the general public
- Operate a computer for word processing, spreadsheet, and presentation applications
- Communicate effectively both orally and in writing

Experience and Education:

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:

Experience:

Five (5) years of experience in performing maintenance, construction, repair, and operations work for a water agency, including three (3) years in a supervisory or lead capacity.

Education:

An Associate's degree or higher from an accredited college or university in construction management technology/construction management, engineering technology/civil, environmental or mechanical engineering, management/business or public administration can substitute for one year of the experience defined above.

Licenses and Certifications: Certification as a Distribution Operator Grade 4 or ability to obtain within 12 months is required. Possession of a valid California Driver's License and a satisfactory driving record.

Working Conditions and Physical Demands

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 essential job functions.

- Travels regularly by automobile to inspect District facilities and operations
- Communicates frequently with District management staff, co-workers, and the public in one-to-one and group settings
- Regularly uses a telephone and e-mail for communication
- Regularly uses office equipment such as computers, copiers/printers
- Occasionally works in an outdoor environment and walks in uneven terrain
- Sits for extended time periods
- Hearing and vision within normal ranges with or without correction
- Must wear protective footwear and be capable of standing and walking on uneven terrain
- Ability to operate machinery and equipment used in the day-to-day operations if needed, i.e., forklift, backhoe.

The specific statement shown in each section of this class spec are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.