

DISTRIBUTION SUPERINTENDENTDefinition

This is a management position. Under general direction, to plan, organize, direct and review the field and corporation yard operations of the District; to perform a variety of technical and administrative support functions; and to do related work as required.

Essential Functions

- Plans, organizes, assigns, reviews and evaluates the work of all field and shop employees engaged in the operation, installation, maintenance and repair of water distribution systems and facilities.
- Estimates equipment, manpower, materials and costs of work projects, and ensures the timely and efficient completion of such projects.
- Develop, implement and update a variety of safety and injury prevention programs; make on-site inspections to ensure accuracy and quality of work, as well as conformance with safety standards.
- Routinely confers with the General Manager on policies, priorities of planned projects and work in progress, and special projects.
- Assumes responsibility for preliminary budget preparations.
- Approves purchases of materials and other operational items.
- Oversees operations of water storage and delivery facilities.
- Oversees maintenance of District facilities and property.
- Monitors employee certification, training, and safety programs.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Provides general coordination of maintenance, construction, and operations activities with other District functions.
- Assures compliance with all state and local agency regulations and mandates, including but not limited to California Highway Patrol, Department of Public Health, and Department of Motor Vehicles.

Other Duties

- Provide input and review for the development and administration of construction contracts.
- Perform special projects as delegated by the General Manager.
- As needed, meets with representatives of other agencies, customers, contractors, business and sales persons, and others in the course of representing the District.
- Performs related duties as assigned.

Job Standards/SpecificationsKnowledge of:

- Principles of management, supervision and training.
- Principles, methods, practices and equipment used in the installation, operations and maintenance of water distribution systems and facilities.
- Principles and practices used in the operations and maintenance of water storage and treatment systems and facilities.
- Principles and practices used in automotive and equipment maintenance and usage, as well as maintenance of buildings and grounds.
- Basic budgeting and procurement practices and procedures.
- Applicable state and local laws and regulations pertaining to District operations.

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Ability to:

- Plan, organize, supervise and evaluate field and shop operations of water storage, treatment and distribution systems and facilities.
- Hire, train, and discipline subordinate staff.
- Develop and implement safety and other training programs.
- Analyze emergency situations and take effective action.
- Effectively represent the District in a variety of situations, both verbally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Typical Physical Activities

- Travels regularly by vehicle in inspecting District facilities and field operations.
- Occasionally works in an outdoor environment.
- Communicates orally with District staff and the public in face-to-face, one-to-one and group settings.
- Uses office equipment such as computer terminals, copiers, and fax machines.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Regularly uses a telephone for communication.

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
4. Cold Temp.: Some work time each year will be in snow/ice conditions.
5. Humidity: Work in areas with unusually high humidity.
6. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
7. Noise: Occasionally, there are unusually loud sounds.
8. Slippery surfaces: Occasional work on unusually slippery surfaces.
9. Oil: Some parts of the body in contact with oil or grease occasionally.
10. Dust: Works in or around areas with minor amounts of dust.
11. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: A broad and extensive work experience is typically attained with at least five years of increasingly responsible experience in the construction, operation, and maintenance of water distribution systems and facilities, including demonstrated experience in supervision and training. Administrative experience in budgeting, procurement, and the interpretation and application of laws and regulations is preferred.

License Certificate Registration Requirement

Driver License: Possession of an appropriate California driver license, Class C, issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

Possession of State of California Water Distribution Operator Certificate D-3.

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I have reviewed the Job Description for the Field Superintendent position with the General Manager and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

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