



## **ASSISTANT DISTRIBUTION SUPERINTENDENT**

### **CLASSIFICATION SPECIFICATION**

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

#### **JOB SUMMARY**

Works under general direction to assist with planning, organizing, developing, and supervising employees involved in the installation, maintenance, and repair of water distribution systems and facilities throughout the District. Performs related duties, as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Assistant Distribution Superintendent is a management-level position that assists the Distribution Superintendent in the day-to-day field utility operations. This position is distinguished from the lower-level Utility Supervisor in that this position has oversight over additional operational areas and holds a higher-level state distribution certificate. This position is further distinguished from the Distribution Superintendent, in that the Distribution Superintendent holds a higher-level state distribution certificate and is responsible for more strategic, long-term duties.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Assistant Distribution Superintendent is supervised by the Distribution Superintendent.

The Assistant Distribution Superintendent supervises lower-level transmission and distribution operations personnel.

#### **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 75 or 80 hours (depending on your position) depending on operational requirements and consent of District Manager. May occasionally be required to change working hours and/or work overtime

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

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

- Assists the Field Superintendent in estimating manpower needed for operations, equipment utilization, as well as necessary materials and cost projections for relevant District projects.
- Responsible for assigned administrative duties designated by the Field Superintendent as being more routine in nature, to allow for a more regular review of field work in progress to ensure efficiency and timeliness.

- Oversees employee development concepts, principles, and practices related to planning, evaluating, and administering training, organizational development, and career development initiatives. Administers commercial driver training.
- May represent the Field Superintendent and/or the District in dealings with other agencies, contractors, and customers; acts as Field Superintendent in their absence.
- Conducts on-site safety inspections and has authority to take necessary action.
- Performs related duties and special assignments as directed.

**Knowledge of:**

- Broad overall District operations at a basic level including the water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repairs, and maintenance.
- Principles and practices of budget administration and analysis, including preparing, justifying, reporting on, and executing the budget; the relationships among program, budget, accounting, and reporting systems.

**Ability to:**

- Plan, distribute, coordinate, and monitor work assignments of others; evaluate work performance and provide feedback to others on their performance; ensure that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- Follow technical directions with minimal supervision.
- Work with clients, customers, external stakeholders, and the public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and professional oral presentations; receive feedback.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and professional manner for the intended audience
- Demonstrate regular and predictable attendance.

**DESIRED QUALIFICATIONS**

**Education and Experience:**

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

**Education:**

High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

**Experience:**

Four (4) years of increasingly responsible experience in the construction, operation, or maintenance of water distribution systems and facilities, including at least one year in a supervisory capacity.

**Required License, Certificate or Training:**

- Driver License: Possession of a valid appropriate California driver's 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 a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possess or acquire within one (1) year, a State of California, Department of Water Resources Distribution Operator Certification Grade D-2.

**WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% or more work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures above 80 degrees.
- Low temperature: Some work time in hard manual labor in temperatures below 32 degrees
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Sometimes required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch or crawl.
- Occasionally lifts and moves objects up to 25 pounds.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**HISTORY:**

- Revision date: October 1993, December 2001, January 2007, August 2023
- Approval/Adoption date: December 18, 2024