

# **DISTRIBUTION SUPERINTENDENT CLASSIFICATION SPECIFICATION**

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**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Management

## **JOB SUMMARY**

Under general supervision, works 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.

## **DISTINGUISHING CHARACTERISTICS**

The Distribution Superintendent is a management position that oversees day-to-day field utility operations and assists in long-term, strategic initiatives. This position is distinguished from the Assistant 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 Distribution Superintendent reports to the Assistant District Manager and/or District Manager.

The Distribution Superintendent supervises the Assistant District Superintendent and transmission and distribution operations personnel.

## **WORK SCHEDULE**

During each two-week period, works a flexible schedule to obtain 80 hours 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:**

- 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 District 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.
- Oversees Transmission and Distribution Fleet
- 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 the engineering and other District departments.
- Assures compliance with all state and local agency regulations and mandates, including but not limited to California Highway Patrol, California Department of Water Resources, and Department of Motor Vehicles.
- Provide input and review for the development and administration of construction contracts.
- Perform special projects as delegated by the District 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.

**Knowledge 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 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.

**Ability to:**

- Plan, organize, supervise and evaluate field and shop operations of water storage and distribution systems and facilities. Exists in original description
- 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.
- Demonstrate regular and predictable attendance.

**MINIMUM 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:**

A broad and extensive work experience is typically attained with at least five (5) 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.

**Required License, Certificate or Training:**

- Possession of a valid appropriate California driver's license, Class C or Class A, 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 insurance rates.
- Possession of State of California Water Distribution Operator Certificate D-3.

**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.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

**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.

- 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.

**HISTORY:**

- Revision date: January 2005, September 2023
- Approval/Adoption date: December 18, 2024