

**North Marin Water District**

**OPERATIONS/MAINTENANCE SUPERINTENDENT**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION**

Manages, directs and coordinates the activities and operations of the District's treatment plant(s), and distribution system, including Water Quality compliance; establishes goals and objectives for the division and ensures attainment of such; is responsible for the maintenance of above ground water and sewer system facilities, buildings and grounds throughout the District; and vehicle/equipment fleet; coordinates activities with other District divisions and outside agencies, organizations and individuals; plans and implements programs of expansion or improvement to existing operational facilities; provides complex professional, administrative and technical support to the General Manager; and performs other work as required.

**DISTINGUISHING CHARACTERISTICS**

The **Operations/Maintenance Superintendent** assumes full leadership and management responsibility for all activities and services within the Operations/Maintenance Department. This position remains fully abreast of all personnel, operational and administrative activities and provides complex support to supervisors.

**SUPERVISION RECEIVED/EXERCISED**

Receives administrative direction from the General Manager. Exercises direct supervision over Treatment Plant Supervisor, Water Quality Supervisor, Maintenance Supervisor and other Operations/Maintenance Department staff.

**ESSENTIAL DUTIES** (include but are not limited to the following)

Plans, supervises, directs and coordinates the activities, operations and services of the Operations/Maintenance Department including the treatment and distribution of domestic water, the collection, treatment and disposal of sewage and the operation of related facilities; insures the Operations/Maintenance Department activities comply with regulatory requirements, including water quality laboratory testing; manages data collection and generation of system operating reports; oversees and/or participates in the development, implementation and maintenance of the Operations/Maintenance Department goals, objectives, policies and procedures; plans, coordinates and reviews the work plan for assigned projects and responsibilities related to Operations/Maintenance Department activities and services including management of consultant contracts; provides administrative and technical direction to staff and consultants. Plans, assigns, and is responsible for the work of crews engaged in maintenance functions including maintenance of, tanks, pump stations, pressure tanks, regulating stations and ancillary equipment including power and control, instrumentation, communications, telemetry, distribution control and monitoring system and cathodic protection as well as water quality implications of said maintenance activities. Reviews existing conditions and plans and schedules maintenance activities to make effective use of workforce, materials and equipment; coordinates work with other District staff to resolve problems; supervises the maintenance of grounds and building structures including interior and exterior finishes, power, control, lighting, communications, mechanical and HVAC systems. Administers, operates and maintains District

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Computerized Maintenance Management System. Supervises the maintenance of vehicles and fleet equipment. Manages multiple small improvement projects. Oversees all electrical engineering needs of the District to ensure that District departments receive timely and competent electrical engineering support.

Coordinates the selection, orientation, and evaluation programs for Operations/Maintenance personnel; develops job descriptions as necessary; plans and coordinates staff training; identifies and resolves staff deficiencies; implements discipline and/or termination procedures; develops, implements, maintains and improves various computer programs for the division; develops the Operations/Maintenance Department budget; participates in the forecast of necessary staffing, materials and supplies; proposes, presents and justifies divisional programs, projects, operations and services.

Conducts financial, organizational and operational studies; makes recommendations to address and resolve financial, organizational and operational issues; attends and participates in organizational and community meetings as necessary; stays current on issues relative to the field of technical/regulatory safety, personnel issues and water districts in general; prepares and presents staff reports and other necessary documents, correspondence and memoranda.

Maintains effective safety compliance in accordance with District and CalOSHA policies; responsible for instilling esprit de corps and a healthy, positive work attitude in employees supervised. Maintains and manages District safety program and security operations. Provides technical assistance and on-the-job training and approves formalized training of department staff as may be required from time to time; keeps time and equipment records.

**QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class)

**Education/Experience**

Graduation from college with a degree in civil, electrical or mechanical engineering and ten years of increasingly responsible experience in Operations and Maintenance in water or wastewater utility or equivalent field with five years experience in certifying design or installation of equipment and materials under applicable uniform codes.

**Knowledge/Skill/Ability**

*Knowledge of:* operational characteristics and services of a water and wastewater operations program; the principles, methods and practices, materials, and equipment used in water and wastewater systems, and their maintenance requirements, principles and practices of organization and management theories as applied to the analysis of water and wastewater service delivery systems; modern and complex principles and practices of program development and administration; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; principles of mechanical and electrical control and communications systems and materials; modern office equipment including computers, network systems and applicable software; pertinent Federal, State and local laws, codes and regulations.

*Ability to:* mentor and develop staff through annual evaluations and review process, plan, organize, manage and direct the work of subordinate staff and consultants; select, supervise, train and evaluate staff; identify and respond to community and organizational issues, concerns and needs; develop, implement and administer goals, objectives and procedures for providing assigned services; read and work from plans and specifications; demonstrate experience and capability to handle multiple projects up to one million dollars; plan, organize, train and supervise a maintenance staff and work program; maintain accurate work progress and cost records; analyze work problems and to develop effective solutions including design of moderately complex electrical, mechanical and control system modifications; communicate clearly and concisely, both orally and in writing; work rotating shifts, weekends, holidays as necessary and remain available in the event of an emergency; establish and

maintain effective working relationships with contractors, other agencies, supervisory personnel, subordinates, District Board of Directors and the general public.

License/Certificate

Possession of a valid Class C California driver's license.

Possession of a California Department of Public Health Grade D3 Water Distribution Operator Certificate. Possession of a professional engineer registration within the State of California or Water Treatment Operator T4 certification from the CDPH is desirable.

Residency

Residency within 10 miles of the District's Service Area within 24 months following initial employment is required for this position.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, kneeling, bending, stooping, squatting, grasping in the performance of daily duties. The position also requires repetitive hand movement and fine coordination in writing reports and using a computer keyboard. Additionally, the position requires near and far vision in reading plans, reports and using the computer. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment. Ability to drive an automatic or manual transmission four-wheel drive vehicle on dirt roads in varying weather and road conditions.

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

