

May 2020

WATER AND ROADWAYS SUPERINTENDENT

DEFINITION

Provides and performs a variety of tasks required to manage, plan, supervise and direct the operation, maintenance, modification, and improvement of the City's water collection, treatment and distribution facilities and system, as well as, the construction, maintenance and repair of the City's streets, sidewalks, drains and signs. Performs other related duties as assigned. Serves as backup to the Wastewater Superintendent in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the City Manager/Public Works Director, the incumbent has overall responsibility for the City's water and roadways systems, including directing, supervising and performing operations and maintenance activities for the City's water and roadways systems, assisting with the development and implementation for the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

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

- Plans, schedules, supervises and performs all operation and maintenance activities relating to water distribution and treatment, including water treatment plant and water booster station.
- Plans, assigns, and supervises a work crew engaged in a wide variety of street maintenance and limited construction activities such as street repairs, cleaning, painting and signing of streets, as well as the maintenance of storm drains, and general grounds keeping; inspects work in progress and assists crew in resolving difficult work problems.
- Establishes rules, procedures and standards of work; is responsible for the training of staff with regard to established rules, procedures and work standards; including safety training.
- Implements and enforces safety regulations and/or procedures, including procedures for new equipment or work processes; maintains Safety Data Sheets on all hazardous substances that staff may work with or around. Ensures that Safety Data Sheets are readily available to employees and that staff has read and understands the information contained in them.
- Ensures the City's compliance with United States Environmental Protection Agency (USEPA), the State of California Department of Public Health, and the State Regional Water Control Board to provide the City of Rio Dell with drinking water that meets all State and Federal primary and secondary drinking water standards and requirements.

- Prepares a variety of activity and operational reports and maintains records required by government agencies; assures compliance with reporting requirements of regulatory agencies; and serves as the City's representative with representatives from water regulatory agencies.
- Prepares cost estimates and orders materials and equipment as needed, ensuring an adequate inventory of supplies, parts and equipment for plant and laboratory operations, as well as, roadway operations; researches type and source of equipment and prepares justifications for major purchases.
- Supervises and performs water sampling activities and chemical analysis to assure proper balance of treatment steps.
- Maintains and adjusts the water treatment record data logging system and the SCADA system for the water treatment facilities.
- Makes recommendations for improvement and construction of treatment facilities, assists in the review of plans and specifications and monitors the work of consultants and contractors.
- Attends meetings, workshops and trainings in addition to reading professional manuals to stay abreast of new and existing regulations affecting areas of responsibility.
- Participates in interview process and makes hiring recommendations for positions within the water and roadway division of the Department of Public Works.
- Formally evaluates the work of others within the parameters of the City's evaluation guidelines.
- Prepares requisitions for the purchase of tools, equipment and other materials; maintains inventory for areas of responsibility.
- Assists the City Manager/Public Works Director in the development and administration of the annual operating budget for the water and roadways division.
- Coordinates activities with other divisions, departments and agencies.
- Responds to complaints, inquiries and audit requests.
- Performs other related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of water and wastewater collection, storage, treatment and distribution system operations.
- Operating principles of valves, pumps, motors, and a wide variety of electronic and computerized control systems.
- Federal, state, local and other regulations that apply to municipal water and wastewater operations.
- Principles and methods of bacteriological and chemical water and wastewater analysis.
- Applied chemistry and mathematics as used in the analysis of water and wastewater sampling.
- Effects and problems of industrial waste in wastewater treatment processes.
- Types and levels of maintenance and repair activities generally performed in street maintenance activities.
- Materials, methods, practices and equipment used in street maintenance activities.

- Occupational hazards and standard safety precautions necessary in water treatment, road repair, and storm drain maintenance work.
- Principles, practices, and methods of handling or responding to hazardous spills.
- Principles and practices of supervision, training, employee development, and performance management.
- The City's wastewater and water facilities and systems.
- Principles of budget preparation and expenditure control.
- Principles and practices of safety program development and control.
- Principles and practices of Standard English grammar, spelling and punctuation.
- Principles of executive report preparation and presentation.
- Standard office computer software, including word-processing, spreadsheets, and data base programs.

Ability to:

- Work independently and direct staff in daily activities and emergency response situations.
- Diagnose operating problems associated with water and wastewater systems and determine appropriate and effective corrective procedures.
- Demonstrate the use and care of street maintenance repair tools and equipment.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Supervise, train and evaluate employees.
- Motivate employees in an atmosphere that promotes positive morale.
- Read, understand and interpret and apply a wide variety of written materials including legal requirements, regulations, safety material, and technical manuals.
- Calculate complex formulas and quantities.
- Communicate clearly both orally and in writing.
- Establish and maintain effective working relationships with co-workers, supervisor, employees in other City departments, contractors, vendors and representatives of regulatory agencies.
- Estimate equipment, materials, and labor needs to assist in budget preparation.
- Deal effectively and courteously with others.
- Respond to and prioritize multiple requests, projects, and activities.
- Operate computer equipment and use standard and specialized software programs to enter and retrieve data and prepare a variety of correspondence and reports.
- Work under pressure and perform a wide variety of duties with accuracy and speed.
- Quickly learn and apply new skills and knowledge brought about by rapidly changing information and technology.

Education and Experience:

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

Possession of a high school diploma or GED. Supplemental college level courses in English, Biology, Chemistry, Math and elements of supervision are highly desirable.

-And-

Five (5) years of progressively responsible experience in the operation and maintenance of water treatment, collection, storage and distribution facilities and systems, as well as, the maintenance and repair of streets.

Other Requirements;

Must possess and maintain the following:

- Valid Class C or higher level California State driver's license with satisfactory driving record.
- California State Water Resources Control Board, Water Treatment Operator Certificate at the Grade for which the plant is certified by the State – Grade III.
- California State Water Resources Control Board, Wastewater Treatment Plant Operation – Certificate Grade II.
- California State Water Resources Control Board, Water Distribution Operator Certificate – Grade II.
- Certificate as a Forklift Operator is required within 60 days of appointment.

PHYSICAL DEMANDS:

The physical and demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away; frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are frequently up to 25 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands

in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.