

SUPERINTENDENT

DEFINITION

Under the supervision of the Operations Manager, directs and oversees the Operations Department and the District's water distribution system. Trains and supervise the operations team.

POSITION SUMMARY

The Water Superintendent is responsible for overseeing the district's water operations, including distribution, treatment, and system maintenance. This position ensures the delivery of safe, high-quality water services while managing staff, regulatory compliance, and infrastructure maintenance.

Essential Functions: *Essential responsibilities and duties may include, but are not limited to, the following:*

- Train and supervise water operations staff
- Develop and implement work schedules and priorities to optimize resource use and meet operational goals.
- Conduct performance reviews, provide feedback, and address personnel issues to maintain a productive work environment.
- Enforce safety protocols and best practices, including safety meetings, to ensure a safe working environment and compliance with Occupational Safety and Health Administration (OSHA) standards.
- Oversee the operation and maintenance of all District water distribution facilities, including pumps, tanks, pipelines, pressure regulating and system isolation valves.
- Monitor system performance using SCADA and other tools and technology to detect and address issues promptly.
- Coordinate water quality testing and ensure compliance with state and federal water quality standards, including sampling and reporting. Implement and oversee operational protocols for water treatment processes.
- Ensure adherence to all applicable local, state, and federal regulations governing potable water distribution operations.
- Oversee, prepare, and submit regulatory reports, permits, and documentation to applicable regulatory agencies, such as the Environmental Protection Agency (EPA) and State Water Resources Control Board.
- Stay informed about changes in regulations and implement necessary changes to maintain compliance.
- Plan and oversee maintenance, repair, and replacement of water system infrastructure, including conducting regular inspections and assessments.

- Uses the GIS asset management system (Spatial Wave) to plan and schedule field team job assignments, system maintenance and repair, and shutdowns.
- Develop and manage a preventative maintenance program to reduce system downtime and extend the lifespan of infrastructure components, including documentation by standard operating procedures (SOPs) for tasks used to maintain the system.
- Coordinate and manage construction and repair projects, ensuring they are completed on time, within budget, and to specified standards.
- Involved with the preparation of the operations budget, including forecasting expenditures and monitoring financial performance.
- Manage procurement processes for equipment, materials, and services, ensuring cost-effectiveness and adherence to District policies.
- Evaluate and recommend improvements to operational practices and resource allocation.
- Oversees customer inquiries, complaints, and requests related to water service, quality, pressure, and outages.
- Develop and implement emergency response plans and procedures for water system failures, natural disasters, and other emergencies.
- Coordinate with emergency response teams, local authorities, and other stakeholders to manage and mitigate emergency situations.
- Conduct post-incident evaluations to improve response strategies and prevent future occurrences.
- Provide information and prepare materials to support board meetings, and attend board meetings, as needed.
- Implements and oversees a contract management protocol for the Operations Department.
- Upholds, implements, and trains operations staff on the policies of the District, including the Records Management and Financial Management Policies.

QUALIFICATIONS

Knowledge of:

- State and federal rules and regulations as they pertain to water distribution and treatment operations.
- Principals and methods of water treatment and distribution.
- Procedures, materials and equipment used in the operation, maintenance and improvement of water treatment and distribution.
- Principals of supervision, training and effective personnel management.
- Standard water quality tests.
- Reporting and compliance requirements established by regulatory agencies.
- Safe work methods and safety precautions as related to the job.
- Emergency planning and response.

Ability to:

- Plan, organize, schedule, and supervise personnel directly and through subordinates.
- Establish and maintain effective working relationships with management, subordinates, the public, and other public and private agencies.
- Evaluate maintenance and operations issues, develop alternatives, and implement effective courses of action.
- Provide technical advice and recommendations on maintenance and operation activities.
- Plan, develop and administer an annual department budget.
- Prepare clear, accurate and complete records and reports and to meet required filing deadlines.
- Perform a variety of operations and maintenance assignments.
- Perform standard water quality tests.
- Perform data entry and word processing accurately and expeditiously.
- Understand and carry out oral and written directions.
- Organize and maintain records and files.
- Assemble data and prepare reports.
- Read, interpret, and implement procedures, regulations, and policies as established and required by regulatory agencies.

Education and Experience:

- A minimum of five years of experience in water operations, including at least two years in a supervisory role.

Certifications:

- Valid California State Water Distribution Grade 3 (D3) and Treatment Grade 1 (T1) Certifications or higher.
- Additional certifications may be required based on local regulations or operational needs.

Skills:

- Strong leadership and management capabilities, with a proven ability to supervise a diverse team effectively.
- Comprehensive knowledge of water system operations, maintenance, and regulatory compliance.
- Excellent problem-solving skills, with the ability to analyze complex issues and implement effective solutions.
- Effective communication skills, both verbal and written, with the ability to interact professionally with staff, customers, and regulatory agencies.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in the field; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, to operate varied hand and power tools and equipment, and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in the field and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, loud noise levels, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public and private representatives, and/or contractors in interpreting and enforcing District policies and procedures.

WORK CONDITIONS

May be required to work during emergencies after hours and on weekends and/or holidays.