

CITY OF SAN JUAN CAPISTRANO

UTILITIES SUPERINTENDENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To supervise, assign, and review the work of staff responsible for the operation, maintenance, and repair of the City's water and sewer systems; to oversee and participate in all related work activities; and to perform other related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Utilities Director.

Exercises direct supervision over technical staff.

ESSENTIAL FUNCTION STATEMENTS. *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for the operation, maintenance, and repair of the City's water and sewer systems..
2. Establishes schedules and methods for maintaining and repairing water and sewer systems; identifies resources required; reviews needs with appropriate management staff and allocates resources accordingly.
3. Recommends and assists in the implementation of departmental goals and objectives; implements approved policies and procedures.
4. Participates in the selection of assigned staff; prepares performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures as required.
5. Participates in the preparation and administration of the departmental budget; submits budget recommendations and monitors expenditures.
6. Ensures that the prevention maintenance programs for all fire hydrants and valves are performed regularly.
7. Responds to or investigates customer complaints.
8. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of water and sewer.
9. Performs related duties and responsibilities as required.

CITY OF SAN JUAN CAPISTRANO
Utilities Superintendent (*Continued*)

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of water and sewer programs.
- Tools, material and equipment needed to repair and maintain water and sewer systems.
- National Pollutant Discharge Elimination System (NPDES) rules
- Department of Health Services (DHS) procedures
- Occupational hazards and standard safety precautions necessary in the work.
- Principles and procedures of record keeping and reporting.
- Basic principles of municipal budget preparation and control.
- Modern office procedures, methods and computer equipment.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.

Skill in:

- Scheduling, supervising, organizing and reviewing the work of lower level staff.
- Selecting, supervising, training and evaluating staff.
- Interpreting blueprints, shop drawings and grid maps.
- Operating tools, material and equipment needed to maintain and repair water distribution systems.
- Interpreting and explaining policies and procedures.
- Preparing clear and concise reports.
- Responding to requests and inquiries from the general public.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Three years of experience in the maintenance and repair of water and sewer systems, including three years of supervisory responsibility.

Training:

Equivalent to an Associate's Degree from an accredited college or university with major course work in water distribution, sewer collection, water/wastewater science, or a related field.

Licenses or Certifications:

- Possession of, or ability to obtain, a Class B driver's license.
- Possession of, or ability to obtain, a Grade III Water Distribution Operator Certification issued by the California Department of Health Services.
- Possession of, or ability to obtain, a Collection System Maintenance Certification, Grade IV issued by the California Water Environment Association (CWEA).

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; work in or with water; exposure to noise, dust, grease, dirt, sewage, smoke, fumes, gases and inclement weather conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, light to moderate lifting, and operating motorized equipment and City vehicles.