



## ROWLAND WATER DISTRICT

### OPERATIONS SUPERINTENDENT

#### **Definition**

Under the general direction of the Director of Operations, the Operations Superintendent plans, organizes, directs and reviews the objectives assigned to the Water Production and Operations Division. This position performs general and direct supervision of personnel involved in the operation, maintenance, and repair of the District's potable and recycled water supply and storage systems.

The Operations Superintendent is a key member of the District's management and leadership team and in accordance to district policies and objectives, this position is responsible for all aspects of operating the potable and recycled water supply and storage systems.

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

- Carry out tasks assigned by the Director of Operations.
- Plan, assign, and lead personnel responsible for SCADA functions, water supply and pump control operations, maintenance/repair of pump station facilities, storage reservoirs, control valves and all related appurtenances.
- Administer and evaluate the District's cross-connection and backflow prevention program.
- Develop, implement and evaluate preventive maintenance programs associated with the District's potable and recycled water pumping and storage systems.
- Administer water quality sampling, testing, and analyses programs as required by Federal, State and local regulatory agencies.
- Represent the District's interests in specific interactions with consulting engineers, contractors, vendors, Fire Department staff or regulatory agencies.
- Respond to specific customer inquiries/complaints regarding water quality and water supplies.
- Review/approve material and equipment supply orders.
- Perform, direct, review and record inspections of water supply, pumping or storage projects in progress.
- Provide technical assistance to resolve difficult work problems.
- Develop and instruct Water System Operators in proper work techniques and safe use of equipment.
- Collaborate with administrative staff for water quality investigations, fire flow requests and notifications for backflow assembly testing.
- Manage and evaluate fleet and equipment requirements and organize maintenance/repair records.

**Principal Duties (continued):**

- Collaborate with Joint Power Agencies (JPA) for water meter testing program and coordinate outside service technicians for meter testing or repairs.
- Administer and evaluate pump efficiency testing programs.
- Evaluate the productivity of subordinates and prepare performance reviews annually or as required.
- Maintain or improve industry knowledge by attending select workshops, seminars or conferences.
- Review and approve time reports for proper allocation of time and control of overtime costs.
- Maintain a variety of records and information.
- Administer subordinate disciplinary actions as directed.
- Respond to emergency situations and in certain circumstances, may be assigned to emergency stand-by duty watch.

**Qualifications** – Must possess knowledge of:

- Potable and recycled water supply, pumping and storage systems and complex operational situations.
- Methods, materials, practices and equipment typically used in maintaining and repairing pump stations, reservoirs and other related systems.
- Groundwater production systems and well maintenance procedures.
- Corrosion control methods and principles.
- Applicable Federal, State, and local laws and regulations.
- Comprehensive understanding of the District's water systems.
- Occupational hazards and standard safety practices.
- Advanced microbiological and chemical principles as they relate to public water systems.
- Principles and practices of supervision, staff training and performance reviews.
- Acceptable practices of applying disciplinary actions.

**Ability To:**

- Communicate with executive management both orally and in writing.
- Plan, direct, organize and supervise water system operations.
- Understand and perform essential operations used in SCADA environments.
- Understand and utilize basic computer applications used in business environments.
- Review and evaluate methods and practices that ensure acceptable service level standards.
- Continually evaluate District water supply and pumping system infrastructure to stay ahead of anticipated changes, growth or obsolescence.
- Provide specific input for short and long-range planning strategies.
- Analyze subordinate staffing requirements, scheduling and deployment.
- Develop and evaluate emergency response procedures.
- Anticipate potential issues and suggest resolutions to adverse conditions.
- Demonstrate initiative and independent judgment.
- Provide supervision, training, guidance to assigned staff.
- Read and interpret plans, specifications, and diagrams that impact District operations.

**Ability To (continued):**

- Research information and prepare required reports.
- Professionally represent the District with the public, contractors, and other organizations or agencies.
- Establish and maintain cooperative working relationships with personnel assigned to other Divisions..
- Provide leadership and motivation for personnel to maintain/improve productivity standards.
- Establish a consistent track record of using sound judgment and common sense.
- Objectively embrace changes in procedures or policies.
- Administer conflict resolution.
- Able to carry, push, pull, reach and lift equipment and parts weighing up to 90 pounds.

**Special Requirements**

Possession of a valid California Driver's License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record, free of multiple or serious traffic violations or accidents for the last twenty-four months. The driving record will not contribute to an increase in the District's automobile liability insurance rates.

Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations. The District will also conduct a comprehensive pre-employment background investigation.

Certification as a State of California, Division of Drinking Water, Grade T2, Water Treatment Operator.

Certification as a State of California, Division of Drinking Water, Grade D5, Water Distribution Operator within an 18-month probationary period.

Certification as an AWWA CA/NV Section - Cross-Connection Control Program - Specialist within an 18-month probationary period.

This position serves a mandatory six-month probationary period.

**Desirable Education and Experience**

High school diploma and advanced course work in water distribution principles is highly desirable. Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

**Overtime Assignments**

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

**Fair Labor Standards Act**

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, “exempt” position.

**Equal Opportunity Employer**

*Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, natural origin ancestry, physical handicap, medical condition, marital status or sex.*

**Americans with Disabilities Act**

*The District will make such reasonable accommodations to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.*

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date