



Fair Oaks Water District Job Description

Operations Superintendent

DEPARTMENT: Operations & Maintenance
FLSA STATUS: Exempt
DIRECTLY REPORTS TO: Operations Manager
DIRECTLY SUPERVISES: Operations Supervisor, Construction Inspector,
Distribution System Lead Worker
JOB DESCRIPTION DATE: January 1, 2018
ANNUAL SALARY RANGE: \$83,148 - \$112,250
JOB CLASSIFICATION: Regular Full-Time, Safety Sensitive

General Statement of Job:

Under general direction of the Operations Manager, this position plans, organizes, directs and coordinates the operations and maintenance functions of the District; directs the installation of water mains, meters and related water distribution facilities; responsible for the maintenance of District facilities and equipment; drives and operates vehicles and equipment; acts as first backup to the District management team and performs other related duties that may be required.

Essential Functions:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive.

1. Responsible for operation of the distribution system; supervises the coordination of operations and maintenance activities with other District functions.
2. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in distribution system installation, operation, and maintenance; monitors project safety; directs leak investigation and repairs on water facilities; responds to customer complaints.
3. Directs construction and inspection on District projects; plans, prioritizes, assigns, supervises and reviews the work of staff involved in construction and inspection; ensures project compliance with plans, standards and specifications; attends pre-construction meetings; meets with contractors and members of the public.
4. Oversees the underground service alert (USA) program; plans, prioritizes, assigns, supervises and reviews the work of staff involved in the USA request and locate process.
5. Supervises and directs emergency repair work and shut-downs.
6. Provides or oversees supervision and training of assigned staff; monitors staff certifications, mandated training and safety programs; ensures proper utilization of equipment in accordance with training.
7. Responsible for the maintenance, repair and/or replacement of District vehicles.
8. Responsible for the maintenance and repair of District buildings and facilities.

9. Responsible for receiving of materials and supplies; verifies and maintains records on incoming and outgoing shipments.
10. Responsible for the inventory system; maintains inventory levels and ensures quality control in accordance with District policy.
11. Reviews and approves time reports in accordance with District policies and procedures.
12. Prepares employee performance evaluations for submittal to the Operations Manager; reviews employee effectiveness and evaluations with immediate supervisors.
13. Maintains a variety of files and records in accordance with District policies and procedures and to effectively lead the operations and maintenance of the District.
14. Prepares and submits a weekly status report to the Operations Manager; advises Operations Manager of job progress on a daily basis.
15. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; assists with the long range planning of District operations and maintenance.
16. Develops and implements the on-call rotation schedule.
17. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
18. Adheres to all policies, procedures and standards of FOWD and pertinent Federal, State, and local laws relating to position functions.

Other Duties

1. Checks assigned vehicle on a daily basis to ensure safe and dependable operation; may perform minor repairs to vehicles and equipment.
2. Stocks vehicle to ensure materials are on hand for each job; maintains a truck tool inventory.
3. Drives a truck, forklift or other light equipment.
4. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
5. Performs other related duties that may be required.

Job Standards/Specifications

Knowledge of:

- DOT regulations for performing safety sensitive functions.
- Basic human resource management procedures, practices and laws.
- Principles used in the design of water systems.
- Water quality regulations and requirements.
- Cross connection control regulations and how they apply to the waterworks industry.
- General landscaping, irrigation techniques, methods and troubleshooting.
- Microsoft Office software applications.
- Principles of budget development & expenditure control.
- Principles of supervision, training and management.

Ability to:

- Interpret pertinent laws, rules, regulations, policies and procedures.
- Plan, organize, manage, and administer the maintenance, construction and operations functions of the District.

- Oversee the establishment and maintenance of certification, training, and work safety.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements.
- Effectively represent District maintenance, operation, and construction functions with the public, contractors, and other organizations.
- Supervise, train and evaluate staff.

Typical Physical Activities

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.
- Travel regularly by vehicle for District related duties and activities.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in hard manual labor in temperatures between 80 or more degrees
- Wetness: May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.

Desired Qualifications:

- Minimum of six years of experience in general pipeline and related construction.
- Minimum of two years' experience working as a California Distribution Operator Grade III or higher.
- AWWA Certified Water Use Efficiency Practitioner Grade I.
- Six years of experience in a supervisory or lead capacity leading a team of multiple employees.
- Formal Human Resource Training.
- College Level Coursework.
- Working knowledge of MS Office software applications.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications:

- California Certified Water Distribution Operator Grade IV
- California Certified Water Treatment Operator Grade II
- California Certified Cross Connection Control Specialist – within one-year of employment.
- Graduation from high school or equivalent.

- Valid California Driver's License.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print):

Signature:

Date:

Operations Manager: Michael Nisenboym

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
