



Fair Oaks Water District Job Description

Operations Superintendent

DEPARTMENT: Operations & Maintenance
FLSA STATUS: Exempt
DIRECTLY REPORTS TO: Operations Manager
DIRECTLY SUPERVISES: Operations Supervisor, Distribution System Lead Worker, Distribution System Operators, Inventory Technician
JOB DESCRIPTION DATE: July 1, 2022
ANNUAL SALARY RANGE: \$90,085.00 - \$121,618.00
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 Fair Oaks Water District (FOWD); ensures implementation of all FOWD policies, procedures, regulatory requirements and safety programs relative to the operations and maintenance activities of the FOWD provides quality control for all FOWD operations and maintenance activities; directs the installation of water mains, meters and related water distribution facilities; acts as first backup to the FOWD 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 principal 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 operations of the distribution system; supervises the coordination of operations and maintenance activities with other FOWD functions.
2. Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in distribution system installation, operations, and maintenance; monitors project safety; directs leak investigation and repairs on water facilities; responds to customer complaints.
3. Assists in directing construction and inspection on FOWD 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, County inspectors 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 shutdowns.
6. Manages the supervision and training of assigned staff; monitors staff certifications, mandated training, and safety programs; ensures proper utilization of equipment in accordance with training.
7. Operates the FOWD facilities in accordance with management approved Operations Plan.
8. Ensures compliance with all FOWD's information technology security measures for Operations and Maintenance staff.

9. Responsible for all operations and maintenance of FOWD's storage site at Gum Ranch.
10. Responsible for obtaining all necessary materials, parts and tools for efficient operations and maintenance of the FOWD facilities.
11. Responsible for the retirement and disposal of capital assets and maintenance equipment.
12. Responsible for quality control of all documents produced by Operations and Maintenance staff.
13. Supervises and directs the implementation of the following FOWD programs:
 - Flushing.
 - Fire Hydrant Maintenance.
 - Valve Management.
 - Fire Flow Testing.
 - National Pollutant Discharge Elimination System (NPDES).
 - Damages Recovery.
 - Vehicle and Equipment Maintenance.
14. Recommends the maintenance, repair, and replacement of FOWD vehicles.
15. Recommends the maintenance and repair of FOWD buildings and facilities.
16. Assists in implementing the FOWD Injury and Illness Prevention program.
17. Reviews and approves time reports and leave requests in accordance with FOWD policies and procedures.
18. Prepares employee performance evaluations for submittal to the Operations Manager; reviews employee performance with immediate supervisors.
19. Maintains a variety of files and records in accordance with FOWD policies and procedures.
20. Prepares and submits a weekly status report to the Operations Manager and copy to all managers; advises Operations Manager of job progress on a daily basis.
21. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for the procurement of equipment, materials, and supplies; assists with long range planning of FOWD operations and maintenance.
22. Develops the on-call rotation schedule for review by the management team and implements upon approval.
23. Provides directions to Water Quality, Water Production and Field Customer Service staff as required.
24. Participates in the selection of staff; provides or coordinates staff training and development.
25. Monitors drinking water guidelines and standards as published by the State Water Resources Control Board, Division of Drinking Water, Environmental Protection Agency, American Water Works Association, and local authorities; follows and enforces such guidelines and standards to provide safe drinking water that meets regulations.
26. Monitors FOWD facilities and conducts site inspections, completes job hazards analysis, and other evaluations to identify hazards and potential risks.
27. Promotes the FOWD's succession plan by developing staff.
28. Adheres to all policies, procedures, and standards of FOWD and pertinent federal, state, and local laws relating to position functions.

Other Duties

1. Operates a truck, forklift, or other light equipment.
2. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
3. 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 FOWD.
- 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 FOWD 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 FOWD 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 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.
- Bachelor of Science Degree.
- 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 and advanced education courses.
- 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: Shawn Huckaby _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____