

UTILITY MAINTENANCE SUPERINTENDENT

DEFINITION

To plan, organize, direct and coordinate the activities of the Water and Wastewater Utility Divisions and Maintenance Division within the Public Works and Transportation Department including maintenance, repair and operation of City infrastructure, streets and transportation infrastructure, storm drainage system, water distribution, and wastewater collection; to coordinate division activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Public Works.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works and Transportation.

Exercises direct supervision over assigned technical and maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct division activities including maintenance, repair and operation of City infrastructure, streets, storm drainage system, sewer system maintenance, water distribution, and wastewater collection systems; administer the City's Sewer Collection System Maintenance Program.

Direct, oversee and participate in the development of the Utility Maintenance work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the Utility Maintenance budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Assume responsible for regulatory compliance including all permits, laws, codes and regulations related to the functions of the division.

Maintain and update Department Emergency Response Plan; maintain Operations Plans and manuals for the water and wastewater utilities, including collection and distribution systems; act as lead departmental safety officer; provide training in work procedures and safety

practices; ensure that required safety documentation is maintained.

Oversee inspection of streets, signs, markings, sidewalks, curbs, gutters and storm water system facilities for needed maintenance and repairs including flushing and video inspection activities to ensure no overflows; oversee and coordinate troubleshooting and diagnosis of problems and plans to implement efficient and effective solutions.

Ensure appropriate equipment, materials and supplies are maintained in inventory to ensure that departmental objectives are met.

Oversee and coordinate responses to public concerns and complaints; ensure that they are responded to promptly and properly.

Manage capital projects as assigned related to utility systems and street operations; inspect and evaluate work in progress and upon completion; coordinate maintenance activities with other City departments and with outside agencies.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Terminology, principles and practices used in water, wastewater, drainage and street system maintenance and repair.

Principles and practices of equipment, tools and materials used in public works construction, street maintenance and repair activities.

Methods and procedures for estimating time, cost, resources and equipment necessary to perform assigned work.

Principles and practices of contract administration.

Methods and procedures of safety regulations and work practices including safe disposal and handling of hazardous materials.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the activities of the Water and Wastewater Utility Divisions and Maintenance Division including the maintenance, repair and operation of City infrastructure, streets, storm drainage, water distribution, and wastewater collection operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 90 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Five years of increasingly responsible experience in street maintenance and repair activities, including two years of supervisory responsibility.

#### Training:

Equivalent to an Associate's degree from an accredited college with major course work in construction technology, engineering, business or public administration or a related field.

### License and Certificate

Failure to maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class A Driver License is required at the time of appointment.

Possession of a Grade 3 Water Distribution Operator certificate from the California State Water Resources Control Board.

Possession of a Grade 2 Water Treatment Operator certificate from the California State Water Resources Control Board.

Possession of a Grade IV Wastewater Collection System Maintenance certificate from the California Water Environment Association within one year of appointment.