



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title:	Utilities Superintendent
Department:	Utilities
Supervised By:	Director of Utilities
FLSA Status:	Exempt
Revision Date:	May 2021

JOB SUMMARY

To plan, organize, direct, and coordinate the operation and maintenance of the District's water and wastewater systems and fleet maintenance operations; to coordinate maintenance activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Utilities.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Utilities.

Exercises direct supervision over assigned supervisory, technical, and administrative support personnel.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Plan, organize, direct, and supervise activities of the District's water and wastewater operations and maintenance functions and fleet maintenance functions.
- Develop and implement divisional goals, objectives, policies, and procedures.
- Direct, oversee, and participate in the development of the division work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Follow, administer, and enforce all applicable safety rules and general regulations per the District's Injury and Illness Prevention Program as well as any other applicable safety and personnel standards.
- Train and instruct personnel in proper procedures for the operation and maintenance of the department's facilities including programs of preventative maintenance.
- Evaluate, maintain, and track the operation and use of the District's Supervisory Control and Data Acquisition (SCADA) Systems and Computerized Maintenance Management System (CMMS).
- Evaluate, maintain, and update Utilities asset information in the District's Geographic Information Systems (GIS). Coordinate with other departments as necessary to ensure continuous improvement in the development, operation, and maintenance of GIS as the Utilities asset database and as an operational tool.
- Recommend appropriate staffing levels.

- Facilitate the hiring and 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 division.
- Prepare, maintain, and submit reports, including maintenance records, cost statements, system data, and department activity reports.
- Respond to customers, contractors, and other District department requests.
- Prepare correspondence and reports.
- Estimate time and materials for projects.
- Recommend priority of projects and methods of performing work.
- Research and prepare purchase requests for small equipment, materials and supplies.
- Review, code and approve appropriate department expenses on a regular basis.
- Respond to emergencies and emergency callbacks.
- Assist with budget preparation and implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Represent the division and department to outside agencies, regulatory authorities and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Conduct studies, analyze data, make recommendations and prepare reports and presentations on a variety of subjects.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Plan, prioritize, assign, supervise and review the work of staff involved in the District's water and wastewater operations and maintenance functions and fleet maintenance functions.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

When assigned to Underground:

The District's underground facilities for water may include but are not limited to, water distribution and transmission mains and associated access structures; isolation valves; air/vacuum relief valves; blow off valves and drains; fire hydrants and fire hydrant laterals; water and fire service laterals; water meters and associated boxes; valves and meter reading systems. Underground facilities for wastewater may include but are not limited to, sewer mains; force mains; siphons; isolation valves; service laterals; cleanouts; manholes; valve and cleanout boxes; wet wells; and air/vacuum relief valves.

- Plan, organize, direct, and supervise the operation and maintenance activities of the District's underground facilities related to water distribution and wastewater collection (underground facilities).
- Monitor, track, and ensure the completion of department goals and objectives for activities related to underground facilities preventative maintenance, inspection and repairs.
- Ensure the District's underground facilities are in compliance with all regulatory requirements and permits, including but not limited to, performing or approving required reporting, performing or scheduling testing and inspections, and reviewing new regulations and implementing measures to ensure compliance.
- Oversee the operation, maintenance, and continuous improvement of the District's water meters and meter reading system and associated hardware and software systems.

- Coordinate with the Utilities Superintendent assigned to Mechanical by scheduling and sharing resources as necessary and providing assistance as necessary.
- Coordinate with and assist the Governance and Administrative Services Department with customer account issues such as water meter readings and software issues with accounting system interfaces.
- Coordinate with and assist the Engineering Department with activities such as capital project recommendations, project prioritization, design, bidding, and construction of related projects.
- Coordinate with and assist the Technical Services Division with activities such as, but not limited to, cross connection control, Fats Oils and Grease (FOG) control, new service establishment, and ordinance development and enforcement.
- Participate in and/or perform special projects as assigned.

When assigned to Mechanical:

The District's mechanical systems may include, but are not limited to, pumps and associated piping; valves and flow meters; electrical power distribution; lighting; power generation; control systems; process instrumentation; chemical injection systems; SCADA systems; mechanical and electrical control valves; water storage tanks; and buildings and pump station structures, including dry wells and wet wells.

- Plan, organize, direct, and supervise the operation and maintenance activities of the District's mechanical, electrical, SCADA, and pumping systems related to water production, distribution, and wastewater collection (mechanical systems).
- Plan, organize, direct, and supervise the operation and maintenance activities of the District's vehicles, trailers, mobile equipment, and mobile and fixed power generation units (fleet).
- Direct and supervise the operation and maintenance activities of the District's water treatment plant facility.
- Monitor, track, and ensure the completion of department goals and objectives for activities related to preventative maintenance, inspection, and repairs of the District's mechanical systems and fleet.
- Ensure the District's mechanical systems and fleet are in compliance with all regulatory requirements and permits, including but not limited to performing or approving required reporting, performing or scheduling testing and inspections, and reviewing new regulations and implementing measures to ensure compliance.
- Coordinate with the Utilities Superintendent assigned to Underground by scheduling and sharing resources as necessary and providing assistance as necessary.
- Coordinate with and assist the Engineering Department with activities such as capital project recommendations, project prioritization, design, bidding and construction of related projects.
- Participate in and/or perform special projects as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assume full authority and responsibility of other Utilities Superintendent and/or Director of Utilities in his/her absence.
- Participate in the Risk Management Team.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of supervision, training, performance evaluation, and personnel management.

- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Budgeting procedures and techniques.
- Methods, materials, tools and equipment used in the installation, operation and maintenance of sewer and water lines, pump stations, telemetry systems, meters, chlorination equipment and other related equipment.
- Principles and practices of safety management.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Organize and direct the operation and maintenance of the District's water and wastewater systems, and fleet.
- Perform the most complex work of the department.
- 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 personnel rules; 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, and communicate through written means and lift or carry weight of 75 pounds or less.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Gain cooperation through inclusion, discussion, persuasion, and teamwork.
- Interpret and apply District and department policies, procedures, rules, and regulations.
- Prepare and administer a budget.
- Interpret safety and performance standards and inspect against those standards.
- Plan, assign, and delegate work to appropriate personnel.
- Lead, supervise, train and evaluate assigned staff in an effective and positive manner.
- Understand and follow technical instructions and specifications and apply the information to the water and wastewater systems.
- Estimate time and costs of projects.
- Prioritize and exercise sound judgment within areas of responsibilities.
- Understand, interpret and apply Federal, State and local laws and codes and regulations pertaining to work assignments.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Act independently and make decisions conforming to District policies, procedures, standards and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate and demonstrate proficiency in the use of modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.

- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor’s degree from an accredited college or university in engineering, environmental science or a related field.

Experience: Six (6) years of progressively responsible experience in the operation, maintenance, or construction of water and wastewater systems, two of which must be in a supervisory capacity.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver’s license and driving record that complies with District policy is required.
- Possession of a valid T3 Water Treatment Plant Operator Certificate issued by the California State Department of Public Health or ability to obtain certificate within eighteen (18) months of appointment.
- Possession of a valid D3 Water Distribution Operator Certificate issued by the California State Department of Public Health or ability to obtain certificate within eighteen (18) months of appointment.
- Possession of a valid Grade III Collection System Maintenance Certificate issued by the California Water Environment Association or ability to obtain certificate within eighteen (18) months of appointment.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Position requires working beyond normal business hours and/or weekend work, and the ability to travel.

Work is performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise.

Work may be performed in confined spaces, or at heights above or below the ground.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY ≤ one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Frequently

Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Occasionally
Driving	Frequently
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	N/A
Crouching	Occasionally
Kneeling	Occasionally
Pushing (up to 30 lbs.)	Occasionally
Pulling (up to 30 lbs.)	Occasionally
Stooping	Occasionally
Working at heights (6 feet above/below ground)	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Occasionally
Working/Reaching at desk level	Frequently

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Occasionally
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	Occasionally
76 to 100 lbs.	Occasionally
Over 100 lbs.	Occasionally

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Occasionally
Pushing	Occasionally
Fine Manipulation	
Typing/Keyboard	Frequently

Calculator	Rarely
Writing	Frequently
Hand tools	Occasionally
Equipment (nuts/bolts, etc.)	Occasionally
Simple Grasping	
Files	Frequently
Computer mouse	Frequently
Phone receiver	Frequently
Power Grip	
Power tools	Occasionally
Equipment (shovel, etc.)	Occasionally
Arm	
Lateral	Occasionally
Rotation	Occasionally

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Valves/Drywells	5 – 6 feet
Vactor Controls/Reels	4 feet
TV Van Controls and Camera	4 feet
Files and Boxes	6 feet

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Frequently
Identifying	Frequently
Interpreting	Frequently
Knowing	Continuously
Observing	Frequently
Problem Solving	Frequently
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: Sean Barclay, General Manager on 05/01/2021