

Sacramento Suburban Water District Classification Specification

Job Class: Production Superintendent

FLSA Status: Exempt

Effective Date: June 2023

Definition

Plans, organizes, assigns, directs, and supervises the operation and maintenance of the District's groundwater wells, groundwater treatment plants, reservoirs, and production facilities.

Distinguishing Characteristics

This is the supervisor level responsible for planning, assigning, and evaluating the work of subordinates and is responsible for work in the Production Department. Assignments and potential emergency actions require incumbents to use independent judgment, initiative, and perform essential activities within established operational parameters.

Supervision Responsibilities

Responsibilities include direct supervision of supervisory, technical, and/ or temporary staff.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for performing a variety of Production Operation functions; implements policies, procedures, and safe work practices.
- Plans, prioritizes, assigns, supervises, and reviews the assigned maintenance, operation, and repair projects in the Production Department.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
- Ensures regulatory compliance in the production, storage, and delivery of water; prepares for and participates in inspections conducted by regulatory agencies; develops work plans and checklists to ensure ongoing compliance.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for services, labor, materials and related resources for public works and utilities projects or programs; monitors and controls expenditures.
- Administers and maintains preventive maintenance programs associated with production facilities.
- Coordinates review and evaluation of production facility design and capital expansion of District systems with engineering staff.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

- Monitors drinking water guidelines and standards as published by the State Water Resources Control Board, Division of Drinking Water, Environmental Protection Agency, AWWA, and local authorities; follows and enforces such guidelines and standards to provide safe drinking water that meets required statutes.
- Manages delivery of water to other agencies, including water transfers and water wheeling activities.
- Monitors, operates, and adjusts the District's Supervisory Control and Data Acquisition (SCADA) system.
- Serves as the District's Distribution and Treatment Shift Operator.
- Reviews and timely approves staff timecards and leave requests.
- Professionally represents District operations to the public, consultants/contractors/vendors, and governmental agencies.
- Conducts and monitors District facilities and site inspections, job hazards analyses, and other evaluations to identify hazards and potential risks; conducts or assigns inspections and makes recommendations to assigned manager; implements corrective actions.
- Develops, administers, and supervises maintenance contracts.
- Promotes the District's Succession Plan by mentoring and training staff.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.
- Builds and maintains positive working relationships with coworkers and the public using principles of good customer service.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge Of:

- Principles, methods, materials, and equipment used in water treatment and distribution system installation, maintenance, construction, and repair work.
- The Safe Drinking Water Act, domestic water quality and monitoring regulations, public health regulations regarding cross-connections, environmental regulations, and other laws and regulation that pertain to water quality and treatment in California; federal, state and county regulations related to water distribution and treatment.
- Principles, methods, and practices used in water treatment and distribution for public consumption.
- Principles and application of SCADA.
- Water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc.).
- General principles of water operations, measurement systems, and mathematical computations of flows and volumes in water storage and distribution systems.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- District policies, rules, regulations, and procedures.
- Principles of budget development and expenditure control.
- Principles of supervision, training, and management.
- Principles and practices of leadership, motivation, team building and conflict resolution including correction of deficiencies and the disciplinary process.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.

- Principles and practices of work safety.

Ability To:

- Organize, implement, and direct the installation, maintenance, and repair of water production systems and equipment.
- Interpret and explain pertinent District and departmental policies and procedures; develop and recommend policies and procedures as appropriate.
- Oversee the establishment and maintenance of certification, training, and work safety programs.
- Perform administrative reviews of work activities, costs, staffing requirements, equipment uses, and time requirements.
- Ensure the proper maintenance, repair, and operations of District equipment and facilities.
- Assist in the development and monitoring of an assigned budget.
- Effectively represent District maintenance, repair, and operations functions with the public, consultants/contractors/vendors, and other organizations.
- Supervise, train, and evaluate staff.
- Establish and maintain effective and cooperative working relationships with coworkers, outside agencies, consultants/contractors/vendors, local community groups, public officials, and the public.
- Operate a computer for word processing, database, spreadsheet, presentation applications, and department specific software.
- Communicate effectively both verbally and in writing.
- Initiate and maintain effective safety practices that relate to the nature of the work.

Experience and Education:

Experience: Five (5) years of experience in performing maintenance, construction, repair, and operations work for a water district, or in performing water treatment functions and plant operations, including two (2) years in a supervisory or lead capacity.

AND

Education: High school diploma or equivalent.

Note: An associate degree or higher from an accredited college or university in construction management technology/construction management, engineering technology/civil, environmental or mechanical engineering, management/business or related field can substitute for one year of the Experience defined above.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

- Possession and maintenance* of a:
 1. State of California Water Distribution Operator Certificate Grade D4.
 2. State of California Water Treatment Operator Certificate Grade T2.

*a passed exam for a D4 while waiting for certification may be accepted.

Working Conditions and Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels regularly by automobile to inspect District facilities and operations.
- Communicates frequently with District staff and the public in one-to-one and group settings.
- Regularly uses a telephone and e-mail for communication.
- Regularly uses office equipment such as computers and copiers.
- Occasionally works in an outdoor environment and walks in uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 or equivalent ASTM rating.

The specific statements shown in each section of this class spec are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: June 29, 2023

By: 

 Dan York
 General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

 Employee Signature

 Date