



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Utilities Superintendent
Department: Utilities
Supervised By: Director of Utilities
FLSA Status: Exempt
Revised as of: January 2015

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 preventive maintenance.
- Evaluate, maintain and track the operation and use of the District's Computerized Maintenance Management System (CMMS).
- 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 division.
- Prepare, maintain and submit reports, including maintenance records, cost statements, system data and department activity reports.

- Respond to customer, contractors and other District department requests.
- Prepare correspondence and reports.
- Estimate time and materials for projects.
- Recommend priority of projects and methods of doing work.
- 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.
- Exercise proficiency in the operation of a personal computer (PC).
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain 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.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Perform in acting capacity of Director of Utilities in his/her absence.
- Participate in Risk Management Team.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of supervision, training 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.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

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 of 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 discussion and persuasion.
- 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.
- Supervise, train and evaluate personnel.
- Understand and follow technical instructions and specifications and apply the information to the water and wastewater systems.
- Estimate time and costs of projects.
- 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.
- Operate and use modern office equipment including computers and applicable software.
- 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.

• 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 one year 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 one year 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 one year of appointment.

WORKING CONDITIONS

Work is primarily performed in a typical temperature controlled office environment subject to typical office noise and conditions. Work may occasionally be performed in an outdoor field environment subject to excavation site noise and dust. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/30/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015