



CITY OF LAKEPORT
UTILITIES SUPERINTENDENT I AND II

Job Description

DEFINITION

This is an administrative position which requires the ability to plan, organize, supervise and administer all aspects of water and sewer maintenance; operations; planning; regulatory compliance; budgetary and construction activities.

The incumbent will administer the sewer and water divisions to assure compliance with all regulatory agencies; supervise the operations and maintenance of the water and sewer divisions; administer the training of sewer and water staff; prepare written and oral reports; assist in the operations and maintenance of the water and sewer facilities; develop work plans and make work assignments; establish maintenance schedules; supervision; performs other duties as required.

CLASS CHARACTERISTICS

Supervises water and wastewater operations/maintenance staff. Receives general supervision from the Public Works Director or his/her designee.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Develops, implements and monitors operating and maintenance procedures and recommends alterations in the water and sewer facilities and procedures to improve effectiveness and efficiency; assists in the planning and development of new facilities and equipment; recommends equipment specifications.

Ensures that safe working practices are followed and directs the proper maintenance of all equipment, tools and facilities.

Prepares and maintains records of facility locations, sizes, model numbers, material types, maintenance activities, performance evaluations, monitoring reports, compliance reports, laboratory tests, etc.

Directs, supervises and assists in the installation of pipelines, pumps, treatment facilities and other ancillary equipment and materials used in the water and sewer divisions.

Investigates malfunctions in water and sewer facilities and directs troubleshooting and repair activities. Participates in the operations and maintenance of the water and sewer facilities.

Prepares the operating budget for the water and sewer divisions and prepares billings for other than monthly user charges. Prepares cost estimates for maintenance and repair activities. Assists in the preparation of the capital budgets and capital improvement programs for the water and sewer divisions.

Prepares graphs and written and oral reports concerning sewer and water facilities. Attends meetings as a representative of the water and sewer divisions.

Supervises the maintenance of an inventory of materials and equipment needed to make repairs on the water and sewage facilities.

Reviews time sheets, work orders, and related records. Supervises and controls the emergency callouts by the water and sewer division staffs.

Authorizes the purchase of budgeted equipment, materials and supplies.

Investigates complaints regarding the water and sewer facilities.

Coordinates and administers various water and sewer programs such as backflow prevention, water conservation, and wastewater monitoring.

Works evenings and weekends as required.

Coordinates with and assists other City departments and divisions, as needed, in the maintenance, repair and operations of all City facilities.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Associates Degree in Science preferred. Minimum of six years combined work experience in both the water and wastewater operations and maintenance field. Minimum of three years experience as a supervisor in the water and wastewater field.

Knowledge, Skills and Abilities

Knowledge of report writing, supervision, budget preparation, capital improvement program development, and cost estimating. Extensive knowledge of methods, equipment, processes and tools used in the operation and maintenance of water and wastewater facilities. Knowledge of regulatory requirements for water and wastewater systems. Knowledge of safe working procedures

Ability to supervise and to carry out assigned duties with a minimum of supervision. Ability to operate and maintain water and wastewater facilities including, but not limited to: collection, storage, treatment, distribution, disposal, well, and laboratory facilities. Ability to perform heavy manual labor. Ability to conduct laboratory tests and interpret the results of laboratory tests. Ability to operate various construction and maintenance equipment. Ability to communicate effectively and prepare both written and oral reports and to keep complete and accurate records in a well organized fashion. Ability to maintain good working relationships with fellow employees and to maintain good public relations.

Special Requirements

Work boots and an orange exterior garment shall be worn when working in the field.

Valid California drivers license, as required by state law, for the operation of City vehicles. A Class B license with air brake and tank endorsements may be required.

Possession of state-mandated certifications including but not limited to:

Possession of a Grade II (minimum) wastewater treatment plant operator certificate.

Possession of a Grade III (minimum) water treatment plant operator certificate.

Possession of a Grade 4 water treatment plant operator certificate to qualify for exempt level 2 salary.

Possession of Distribution II certificate.

Collections certificate as required by the State of California

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

PHYSICAL PROFILE:

CATEGORY III – HEAVY PHYSICAL EFFORT

DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

OTHER FACTORS

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.

Power Equipment: Operates power tools or other machinery that are potentially hazardous.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	Level 1 - E2
CLASS RANGE NO.	Level 2 - E3
FLSA	Exempt
ADOPTION DATE	3/29/2012
REVISION DATE	11/04/2014
APPROVED BY:	