

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

12/19/05

Created

TITLE: UTILITIES ASSISTANT WATER SUPERINTENDENT

DEFINITION

Under general direction, to assist in the planning, supervision and review of the activities involved in either the construction, operation or maintenance and repair of water system facilities; to provide technical staff assistance; and to do related work as required.

REPORTS TO: Utilities Water Superintendent

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utilities Water Superintendent. Exercises general supervision over professionals, para-professionals, technical and administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies and priorities.
- Assist in organizing, scheduling, assigning, supervising and coordinating, either directly or through subordinate supervisors, the construction, maintenance and repair, and operation of the domestic water and irrigation systems.
- Participate in conferences with engineers, contractors and other utilities, and City staff regarding projects and project problems.
- Assist with reviewing project plans and drawings with crew supervisors, making change recommendations based on field observation and operational problems.
- Inspect field projects in process and upon completion; provide technical advice and assistance on difficult work problems; evaluate work methods and procedures used in field operations; recommending improvements.
- Assist in the recommendation for purchases of equipment and the development of specifications.
- Assist in the supervision of the maintenance of time, material and equipment use records.
- Requisition supplies and materials.
- Assist in budget preparation and administration.
- Check water system facilities for needed maintenance and repair.
- Assist in preparing cost estimates for water system construction operation and maintenance of activities.

QUALIFICATIONS

Knowledge of:

- Methods, practices, materials and equipment used in the construction, operation and/or maintenance and repair of water systems.

- Location and general characteristics of the water system.
- Occupational hazards and standard safety precautions necessary in the work.
- Water treatment techniques.
- Use of telemetry and computer operations in water pumping, storage and distribution.
- Principles and practices of civil engineering as applied to water system construction, operation, maintenance and repair.
- Principles of organization, administration budget and personnel management.

Ability to:

- Plan and direct the activities of a large number of supervisory, skilled, semi-skilled and unskilled personnel.
- Work procedures and project priorities in a manner most conducive to the efficient operation of the water system.
- Understand and interpret engineering plans and work orders and to develop estimates there from.
- Prepare reports and maintain record systems.
- Work under emergency conditions and respond to calls any time during a 24-hour period.
- Select, supervise, train and evaluate subordinates.

Education and Experience:

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

Education: Equivalent to the completion of the twelfth grade.

Experience: Two years of supervisory experience in the construction and/or maintenance and repair of water distribution systems or the operation and maintenance of water pumping, treatment and storage facilities and equipment.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a valid Water Treatment Facility Operator's Certificate (T1) issued by the California State Department of Health Services.

Possession of a valid Water Distribution Certificate (D3) issued by the California State Department of Health Services.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Assistant Water Superintendent

TO: Utilities Water Superintendent