

3740
3745 (NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

06/22/11
Revised

**TITLE: UTILITIES WATER SUPERINTENDENT
UTILITIES WATER SUPERINTENDENT (NON-CLASSIFIED)**

DEFINITION

Under direction, to plan, coordinate, supervise and review 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: Public Utilities Assistant Director/Water

DISTINGUISHING CHARACTERISTICS (NON-CLASSIFIED)

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Utilities Assistant Director/Water. 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.
- Organize, schedule, assign, supervise and coordinate directly and 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.
- Review 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.
- Supervise the maintenance of time, material and equipment use records.
- Requisition supplies and materials.
- Recommend the purchase of equipment and assist in the development of specifications.
- Receive, investigate and dispose of complaints.
- Check water system facilities for needed maintenance and repair.
- Assist in budget preparation and administration.

- Prepare cost estimates for water system construction operation and maintenance activities.
- Select, supervise, train and evaluate subordinates.

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 therefrom.
- 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: Three years' 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, or ability to obtain, an appropriate, valid class "C" California Motor Vehicle Operator's License.

May require possession of or the ability to obtain an appropriate valid California Commercial Motor Vehicle Operator's

License based upon operational need and the duties assigned.

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 (D 3) issued by the California State Department of Health Services.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Water Superintendent

TO: