

City of San José
CLASS SPECIFICATION

Title: Water Systems Operations Superintendent I/II (3646/3647)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Environmental Services	Water Systems Operations Manager	Non-Exempt

CLASS SUMMARY

Supervises a work section in the operations and maintenance of potable and recycled water systems. This classification is responsible for field investigations, managing the water system, monitoring, and sampling activities to ensure reliable storage transmission, distribution of high quality treated water, and ensuring compliance of regulations set by the California State Water Resources Control Board (SWRCB) or successor agency. Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a two-level flexibly staffed class. Water Systems Superintendent I/II is distinguished from Water Systems Operations Manager in that the latter has the responsibility of planning, directing, and managing three operations and maintenance sections of the Municipal Water Systems, and supervises Water Systems Operations Superintendent I/II. Water Systems Operations Superintendent I/II is distinguished from the Water Systems Operations Foreperson I/II in that incumbents direct and lead lower level positions, and Water Systems Operations Superintendent I/II provides supervision over a work group. Depending on the work group, assignments will be made to any shift needed for an around-the-clock operation. Incumbents must also be available for work on Saturdays, Sundays, and Holidays. The incumbents in this position will be required to serve standby duty on a rotation basis and comply with the Division's Standby Policy. Incumbents provide support to the Water Systems Operator on standby duty.

Duties require a heavy level of physical exertion, including exerting up to 100 pounds of force occasionally, and or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects (e.g. large hand tools, pipes, or other water equipment). Incumbents work with large industrial equipment and machinery, in confined spaces, outdoors, and around hazardous materials. Incumbents may be required to utilize self-contained breathing apparatus (SCBA) equipment, which requires the ability to pass an annual fit and spirometry test.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Water Systems Superintendent I

Two (2) years experience as a lead or foreperson over employees performing potable water distribution or treatment operations.

Water Systems Superintendent II

One (1) year experience as a Water Systems Operations Superintendent I with the City of San José.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid driver's license authorizing operation of a motor vehicle in California.
- ***Water Systems Superintendent I:***
 - Possess and maintain valid SWRCB Distribution Operator Grade 4 certification.
 - Possess and maintain valid SWRCB Water Treatment Operator Grade 1 certification.

City of San José
CLASS SPECIFICATION

Title: Water Systems Operations Superintendent I/II (3646/3647)

- ***Water Systems Superintendent II:***
 - Possess and maintain valid SWRCB Distribution Operator Grade 5 certification.
 - Possess and maintain valid SWRCB Water Treatment Operator Grade 2 certification.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, including water regulations, safety management, emergency operation management, disinfection and chlorination processes, water hydraulics, analyzing water quality, procurement processes, preparation and maintenance of the budget, analyzing and writing reports, organizing operation priorities, supervision, and best practices for maintenance, repair, and equipment uses, Citywide and departmental procedures/policies and federal and state rules and regulations.

Communication Skills - Communicates and listens effectively and responds in an timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form responds to statements and comments of others in a way that reflects understanding of the content and the accompanying emotion; asks clarifying questions to assure understanding of what the speaker intended, ensures consistent communication takes place within area of responsibility.

Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.

Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).

Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.

Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.

Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support;

City of San José
CLASS SPECIFICATION

Title: Water Systems Operations Superintendent I/II (3646/3647)

empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Team Work & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Traffic control operations.
- Lockout and tag-out procedures.
- Hazardous waste handling, disposal, and awareness.

Ability to:

- Obtain certified in confined space entry, trenching, shoring, and USA locate.
- Obtain First Aid, CPR, AED, and other trade-related safety training certifications.
- Obtain forklift certification.
- Complete leadership and supervisory training.
- Supervise staff and manage programs.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Supervise staff, including prioritizing and assigning work; conduct performance evaluations; ensure staff is trained; make hiring, termination, disciplinary recommendations; and make other recommendations related to the change in employee status. May perform work of a similar nature to those employees supervised.	Continuous
2.	Ensure that water quality samples are taken daily in order to ensure compliance with state health standards.	Continuous
3.	Operate pumps and valves by both local and remote control to regulate water flow through a distribution system; collect, interpret, and analyze data from a computer based supervisory control and data acquisition (SCADA) system and visually inspect meters, gauges, and charts.	Continuous
4.	Plan, organize, and direct the operations of potable and recycled water distribution facilities, providing for adjustments of operations within prescribed limits to meet performance standards, changing conditions, and emergencies.	Continuous
5.	Observe, inspect, and analyze the operation of a variety of water distribution equipment and facilities; recommend and assist in implementing work process improvements; and ensure the effective inspection and utilization of all operations, equipment, and facilities for water systems.	Frequent
6.	Control the response to customer requests and complaints through supervision and scheduling of personnel; and plan, organize, direct, assign, and evaluate the investigation and resolution of customer inquiries about water service and water quality.	Frequent

City of San José
CLASS SPECIFICATION

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DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
7.	As standby duty supervisor, respond to serious malfunctions, equipment failures and other emergencies (during the work day and after hours); shut down distribution facilities and portions of a distribution system as necessary and take appropriate action to mitigate impact on customers; and provide guidance to resolve shut down problems.	Frequent
8.	Plan and schedule the work of subordinates; and establish and meet deadlines while remaining adaptable to shifting priorities.	Frequent
9.	Coordinate and direct special projects or programs related to water distribution operations and maintenance; schedule and coordinate work with other City departments and outside contractors to assure safe, reliable, and continuous operation of water distribution operations; and effectively manage various contracts following City policies and procedures.	Occasional
10.	Prepare, modify, and implement the water systems prevention maintenance program.	Occasional
11.	Identify and report facility deficiencies, hazards, and security needs; recommend maintenance or improvements; and use and test new technologies for daily applications.	Occasional
12.	Review daily completed work to ensure the effectiveness of planning and scheduling; and maintain documents, record changes, and adjustments.	Occasional
13.	Ensure compliance with permits, policies, and regulations from OSHA, the health department, storm discharge, air quality, and City policies.	Occasional
14.	Train Water Systems Operators and Water Systems Operations Forepersons in the operation of distribution system components, including pump stations, reservoirs, and pipelines.	Occasional
15.	Advise and implement the use of new water billing systems to pull meter reports and inquiries.	Occasional
16.	Read and interpret plans, diagrams, sketches, blueprints, equipment specifications and instructions, and topographical and distribution system maps; and use electronic field monitoring instruments to access geographical information, mapping, and system operational data.	Occasional
17.	Make operating adjustments to water distribution system equipment including the fluoride chemical feed system.	Occasional
18.	Monitor, interpret, and evaluate water discharges into storm catch basins and input data for evaluation by the watershed work group.	Occasional
19.	Perform other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 06/16; s000</i>
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