



# MARIN MUNICIPAL WATER DISTRICT

## System Maintenance Superintendent

### **DEFINITION**

Under general direction, plans, supervises and coordinates several work units engaged in major pipeline construction, service installation, and related water system maintenance activities; directs subordinate supervisors; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position management classification with responsibility for the direction and supervision of several work units engaged in pipeline construction and maintenance. This position is characterized by the requirement to provide extensive supervision of the pipeline construction and maintenance crews, and to direct those crews to respond to planned and emergency construction activities using independent judgement within broad guidelines. Incumbents must possess strong oral and written communication skills.

### **EXAMPLES OF DUTIES**

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

- Plans, assigns, supervises and evaluates the work of various work units engaged in a variety of construction, installation, repair and/or maintenance activities; including work on pipeline and water service facilities.
- Oversees all aspects of contract administration.
- Directs District emergency response units during times of emergency conditions.
- Reviews and prioritizes proposed pipeline installations, reviews estimates of labor, equipment and material requirements.
- Ensures compliance with the District's risk management program by following rules and regulations concerning safety, health, liability issues; investigates incidents.
- Plans and coordinates work with other managers and supervisors, establishes job priorities, and assigns personnel to other supervisors.
- Suggests improvements to work methods and equipment.
- Maintains liaison with other divisions and departments regarding proposed construction projects.
- Represents the District and coordinates work with Federal, State, and local agencies
- Evaluates performance of staff and works to resolve related issues; interprets and explains policies.
- Participates in the planning and monitoring of division budget.
- Ensures environmental compliance in all work unit activities.
- Establishes and maintains positive and professional relationships with those contacted in the course of work.
- Selects, trains, motivates, and evaluates work unit personnel.
- Prepares a variety of reports and correspondence.

## **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Operation of water distribution and transmission systems and related preventive maintenance procedures;
- methods, techniques, materials and equipment used in water system construction, operation and maintenance;
- computer applications used in maintenance work order systems as well as general office environment (Microsoft Word, Excel);
- principles and practices of budget preparation and analysis;
- principles and practices of contract administration
- principles and practices of supervision, training, and personnel administration;
- applicable safety programs, and CAL/OSHA regulations and procedures;
- proper spelling, grammar, punctuation and writing practices;

Ability to:

- Plan, coordinate, schedule and supervise the work of a large staff;
- communicate orally and in writing in a clear, concise and effective manner;
- read, interpret, and work from maps, plans, and specifications;
- maintain accurate work progress and cost records;
- analyze work problems and develop effective solutions;
- train and evaluate personnel;
- prepare clear and concise records, reports, and correspondence;
- establish and maintain effective working relationships with those contacted in the course of work;
- provide assistance in the development of the District's "Maintenance Master Plan";
- drive a vehicle.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from college with a degree in Engineering, Business Administration or other closely related field, and five years of increasingly responsible supervisory experience in water system operation, repair and maintenance; or,
- completion of the twelfth grade or its equivalent, supplemented by college-level courses in supervision, business administration, or other applicable areas, and seven years of increasingly responsible supervisory experience in the operation, repair and maintenance of water systems, or a closely related field.

## **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."
- Work on an "on call" basis for emergency situations.

## **LICENSES AND/OR CERTIFICATIONS**

- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.
- Obtain and maintain the Grade III Distribution Operator's Certification issued by the California Department of Health Services within one year of appointment date.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: August 2001  
Revised: November 2009  
Approved by: Human Resources Manager