



BELLFLOWER-SOMERSET MUTUAL WATER COMPANY

SUPERINTENDENT

Definition

The Superintendent plans, organizes, directs and oversees the objectives assigned to the Water Distribution & Production Division. This position is responsible for all aspects of operating the water distribution and production systems; performs general and direct supervision of personnel involved in the operation, construction, maintenance, and repair of the Company's water system facility.

The Superintendent is a key member of Bellflower-Somerset Mutual Water Company's management and leadership team who exemplifies collaboration and innovation to live our purpose of "Bringing Life to Our Community."

Distinguishing Characteristics

Positions in this class require extensive knowledge of the operation and maintenance of the water system. Employees in this class are expected to exercise independent judgement in the performance of a variety of professional, technical, complex, and difficult management duties under the direction of the General Manager.

Examples of Duties

The essential duties include, but are not limited to:

- Plan, assign, and lead personnel responsible for the installation, maintenance, and/or repair of water mains, water services, water meters, fire hydrants, valves and related appurtenances.
- Expand, implement and evaluate preventive maintenance programs associated with the water distribution and production systems.
- Mentor, train, develop and lead support staff as assigned.
- Represent the Company in interactions with consulting engineers, contractors, vendors, fire department staff or local public works representatives regarding Company projects or programs.
- Manage Capital Improvement Projects including preparation of annual budget, planning and implementation of short and long term projects; coordinate tasks with consultants and contractors.
- Work in partnership with the management team to create and embody organizational values

- Procure mandatory permits or other work authorization documents.
- Respond to specific customer inquiries/complaints regarding water service or delivery pressures, water quality, fire flow information and DigAlerts.
- Review/approve material and equipment supply orders.
- Perform, direct, review and record inspections of water distribution and production projects in progress.
- Provide technical assistance to resolve difficult work problems.
- Instruct subordinates in proper work techniques and safe use of equipment; keep accurate records in a day-to-day log.
- Collaborate with office staff in coordinating meter reading schedules, new service installations, construction water service requests, and water service disconnects and reconnects.
- Collaborate with office staff in response to customer inquiries regarding billing, water service, and water quality complaints.
- Oversee Company fleet and equipment; maintain, organize and repair records.
- Administer utility line and appurtenances locating program.
- Administer water meter testing and water meter replacement program and coordinate work with outside meter testing/repair service providers.
- Evaluate the productivity of subordinates and prepare performance reviews annually or as required.
- Review and approve time reports for proper allocation of time and control of overtime costs.
- Maintain a variety of records and information.
- Administer subordinate disciplinary actions as directed.
- Respond to emergency situations, may be assigned to emergency stand-by duty watch.
- Responsible for updating all safety training.
- Commitment to learning and improving industry knowledge by attending select workshops, seminars or conferences.
- Perform related duties as assigned.

Qualifications

Knowledge of

- Potable and recycled water distribution systems and complex operational situations.
- Methods, materials, practices and equipment typically used in the construction, maintenance and repair of water distribution and production systems.
- Applicable Federal, State, and local laws and regulations.

- Comprehensive understanding of the Company's water distribution, SCADA and production systems.
- Occupational hazards and standard safety practices.
- Advanced hydraulic principles as they relate to water distribution and production systems.
- Principles and practices of supervision, staff training and performance reviews.
- Water disinfection principles and practices.
- Acceptable practices of applying disciplinary actions.

Ability To:

- Communicate effectively both orally and in writing.
- Plan, organize, direct and supervise the installation, maintenance and repair of water service and distribution systems.
- Understand and perform basic computer operations used in business environments.
- Review and evaluate methods and practices that ensure acceptable service level standards.
- Continually evaluate water distribution system infrastructure and resources to stay ahead of anticipated obsolescence, growth or development.
- Provide specific input for short and long-range planning strategies.
- Analyze subordinate staffing requirements, scheduling and deployment.
- Develop and evaluate emergency response procedures.
- Anticipate potential issues and suggest resolutions to adverse conditions.
- Demonstrate initiative and independent judgment.
- Provide supervision, training, guidance to assigned staff.
- Read and interpret plans, specifications, and diagrams that impact Company operations.
- Research information and prepare reports.
- Professionally represent the Company with the public, contractors, and other organizations or agencies.
- Establish and maintain cooperative working relationships with personnel assigned to other divisions.
- Provide leadership and motivation for personnel to maintain/improve productivity standards.
- Establish a consistent track record of using sound judgment and common sense.
- Objectively embrace changes in procedures or policies.
- Administer conflict resolution.

Education and Experience

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

High school diploma and advanced course work in water distribution principles is highly desirable. Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Special Requirements

Possession of a valid California Driver License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record free of multiple or serious traffic violations or accidents for at least two (2) years. The employee's driving record must not contribute to an increase in the Company's automobile liability insurance rates.

Certification as a California, Department of Public Health, Grade T2, Water Treatment Operator.

Certification as a California, Department of Public Health, Grade D3, Water Distribution Operator.

Backflow Prevention and Cross Connection Control Certifications (ASSE Series 5000) desirable

Overtime Assignments

The purveyance of potable water is an essential service to the community, as such, requires the availability of Company personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the Company.

Physical Demands

The job duties require the ability to lift items weighing up to 90 pounds, hearing and vision within normal ranges, the ability to stoop, kneel, sit, stand and crouch during daily work routine. Operate various types of company vehicles, electric, pneumatic and engine powered equipment. The ability to stand, walk and work away from desk for extended periods. The position also requires the ability to communicate clearly and effectively orally and in writing.

Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations.

Work Environment

The incumbent may be exposed to hazardous materials (including chlorine), loud noise, machinery (including jackhammer and power saw), electric current, vibration, dust, gas, or fumes. The nature of the work may also require that the incumbent climb ladders and work above ground level, and that the incumbent perform work in confined spaces. The incumbent will be required to work in both wet and dry conditions.

Fair Labor Standards Act Status

Exempt

*Job Descriptions only represent a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Management reserves the right to add, modify, change or rescind work assignments, and to make reasonable accommodations as needed. The Company will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act.*

Employee Certification of Job Description

I hereby acknowledge that I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the job duties and performance expectations. I understand that the job description may be revised from time to time in the future by the Company in its discretion. I understand and agree that nothing in this job description should be construed as a contract of employment, and that employment with this Company is at-will, meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work.

Employee Signature

Date

Name Printed