

CITY OF LOMA LINDA

UTILITY SERVICES SUPERINTENDENT

DEFINITION

Under limited supervision, , plans, organizes, and directs and may participate in the activities of the Utility Services division; performs such other duties as may be assigned.

CLASS CHARACTERISTICS

The Utility Services Superintendent classification provides supervision to the Utilities Division of the Public Works Department, comprised of distribution, treatment, and meters and reports directly to the Public Works Director. Incumbents are primarily responsible for directing, and coordinating crew activities, but may operate equipment and participate in crew activities at the work site as necessary.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. According to general instructions, directs, coordinates, and participates in the activities of the assigned work crew in the installation, maintenance and repair of water mains, fire hydrants, domestic water services, water meters, booster pumping stations, and other water facilities and equipment; provides instructions and assistance in the performance of tasks; provides or directs the training of maintenance workers.
2. Inspects work in progress and upon completion to ensure conformance to established work standards; ensures that work is performed in accordance with safe work practices.
3. May alter work methods to improve effectiveness and efficiency; assists in the planning of work projects, and recommend supplies, materials, and equipment needed to complete the project; maintains records of work performed, and materials and supplies used.
4. According to the requirements of work activities, may operate a variety of power-driven equipment involved in maintenance or repair activity.
5. Directs the routine maintenance and minor repair of tools and equipment; ensures that equipment is maintained according to established maintenance schedules; may assist in the preparation of related records.
6. Provides assistance and coordinates work crew activities with other department staff, City personnel, or the public; may receive inquiries and provide information regarding work crew activities; may investigate service requests and resolve complaints.
7. Completes paperwork relating to the completion of projects and daily operations. Processes purchase requisitions, orders, warrants and other documents relating to the administration of assigned work crews.
8. Assists in development and administration of the department budget; participates in staff meetings and activities of the Department's management team; represents the department on issues related to activities of the department.

Utility Services Superintendent

9. Responds to calls when off duty.
10. Performs related duties as required

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include five years of increasingly responsible experience in water systems construction, repair, and maintenance, including at least two years in a supervisory capacity.

Knowledge, Skills, and Abilities

Thorough knowledge of the equipment and procedures involved in the construction, installation, maintenance, and repair of water, sewer and storm drain systems; related laws, ordinances, rules, regulations, policies, and procedures; safe work practices. Considerable knowledge of operation, use, and maintenance requirements tools and equipment; methods and techniques of supervision. Knowledge of pertinent computerized software applications and control systems and basic personal computer usage. Ability to operate a variety of light to heavy equipment; read and interpret plans and specifications; supervise and participate in the work of others engaged in related construction, maintenance, and repair activity; understand and follow verbal and written directions; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; prepare and maintain routine records; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain an appropriate California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.

Possession of a valid:

Grade III Water Distribution Certificate

State of California Department of Health Services Water Treatment Operator Grade III

WORKING CONDITIONS

Work exposes incumbents to toxic or otherwise irritating substances and/or chemicals; incumbents must be able to perform heavy manual labor and work outdoors in varying weather conditions.

Possible entry into confined spaces.