



CITY OF CAMARILLO

Water Superintendent

Job Code: 850

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Supervises and coordinates the operations and activities of the City's water systems including water production systems, water distribution systems, and meter reading functions; supervises the City's short and long term water resources; administers the City's water conservation program; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Deputy Director Public Works/Environmental.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinates the organization, staffing, and operational activities for the City's water systems including water production systems, water distribution systems, and meter reading functions.
2. Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned services and activities including water production systems, water distribution systems, meter reading functions, water conservation, and water inspection; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Participates in the selection of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures.
6. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
7. Performs a variety of project administration duties for assigned projects; works with consultants to develop project scopes; oversees projects throughout completion including monitoring the work of contractors; coordinates work with other divisions and agencies as necessary.
8. Develops short- and long-range plans for City water resources and services.

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9. Performs administrative review of maintenance, construction, operation, and acquisition of City facilities.
10. Oversees local groundwater and imported water supplies; forecasts short- and long- range plans for imported water purchases and manages groundwater allocations; tracks water quality trends and makes recommendations as needed; prepares written correspondence, reports and agreements to meet regulatory requirements and for internal and external use.
11. Administers the water conservation program for the City; develops conservation marketing strategies and oversees their implementation; works with outside consultants on drought management planning and implementation of water conservation measures.
12. Provides staff assistance to the Deputy Director Public Works/Environmental; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
13. Prepares and submits regular operations and maintenance reports and required regulatory reports to federal, state, and local agencies.
14. Coordinates assigned activities with those of other divisions and outside agencies and organizations.
15. Responds to public inquiries and complaints in a courteous manner; provides information within the area of assignment; determines appropriate corrective action necessary to resolve complaints in an efficient and timely manner; coordinates activities with other City staff in resolving complaints.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of water systems operation and maintenance; incorporates new developments as appropriate into programs.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of water production systems, water distribution systems, and meter reading programs.
- Principles, practices, chemicals, and operating and maintenance procedures related to the operation and maintenance of water production systems, water distribution systems, and meter reading functions.
- Maintenance and repair principles and practices including preventative maintenance and emergency repair procedures.
- Advanced methods and techniques of water sampling.
- Water treatment systems and techniques and associated materials and equipment.
- Advanced methods and techniques of performing diagnostic troubleshooting services.
- Advanced methods and procedures to correct water quality issues.
- Backflow devices and cross connection control problems and their prevention.
- Occupational hazards and standard safety precautions.
- SCADA system operation and control.
- Principles of municipal budget preparation and control.
- Principles of supervision, training, and performance evaluation.

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Advanced mathematical principles.
Principles and practices of customer service.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Modern office procedures, methods, and equipment including computers.
Computer applications such as word processing, spreadsheets, and statistical databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Coordinate and direct the operations and activities of the City's water systems including water production systems, water distribution systems, and meter reading functions.
Supervise, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Recommend and implement goals, objectives, policies and procedures for providing water production systems, water distribution systems, meter reading functions, water conservation, and water inspection operations and services.
Effectively analyze emergency situations and implement an effective course of action.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Participate in the preparation and administration of assigned budgets.
Plan and organize work to meet changing priorities and deadlines.
Maintain records and prepare clear, concise, and comprehensive technical and administrative reports.
Read and interpret complex data, information and documents including technical illustrations, blueprints, maps, plans, and specifications.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.
Work cooperatively with other departments, City officials, and outside agencies.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
Utilize public relations techniques in respond to inquiries and complaints.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work or trade school training in water systems technology and in the installation, maintenance, and repair of water distribution and water systems.

Experience:

Seven years of increasingly responsible experience in the operation, distribution, construction, and maintenance of water systems including two years of administrative and/or supervisory experience.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an office environment with some travel to different field sites and locations; some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to walk, stand, and sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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Johnson & Associates