

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
SUPERINTENDENT OF OPERATIONS**

**CLASS TITLE: SUPERINTENDENT OF OPERATIONS**

**DEFINITION**

Under direction, plans, organizes, manages, coordinates and directs the installation, operation, and maintenance of District water transmission and distribution systems, and water treatment plant and pumping station operations and facilities; performs a variety of administrative functions in support of field and other District operations; serves as acting General Manager in the absence of the General Manager; and performs other duties as required.

**DISTINGUISHING CHARACTERISTICS**

This single-position classification is responsible to the General Manager for the administration of all field operations of the District, including insuring that all operations are in conformance with applicable laws and regulations, that subordinate staff are appropriate trained, and that facilities and equipment are properly operated and maintained. This position also performs a variety of inspection and administrative duties related to District operations, and serves as the acting General Manager in the latter's absence.

**TYPICAL TASKS**

*Duties may include, but are not limited to:*

- Plans, organizes, manages and coordinates the field operations of the District, including water distribution, water treatment and facility operation and maintenance; through subordinate supervisors, directs the work of division staff; selects and evaluates subordinate staff; resolves informal complaints and grievances; ensures that the work of the division is completed in a timely and acceptable manner and in accordance with applicable laws and regulations; assists subordinate supervisors in handling operational and technical problems; oversees water quality testing program.
- Develops work schedules and schedules for weekend and holiday duty; schedules vacations, prepares employee performance evaluations; develops and maintains safety program and ensures that safety standards are met; participates in conducting accident investigations; approves timesheets; oversees the scheduled maintenance of vehicles, power tools and equipment; oversees the inspection of district equipment and vehicles.
- Reviews policies, guidelines and legislation to assure that operations comply with State and Federal standards and laws; inspects facilities for proper operation and upkeep; evaluates field operations and develops new techniques, policies and procedures to improve efficiency and effectiveness.
- Coordinates division operations with other agencies, including the State, cities, counties, fire departments and utilities; works with District engineer on

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CLASS SPECIFICATION  
SUPERINTENDENT OF OPERATIONS**

- construction activities, capital projects, production reports, subdivision developments, and operational questions; coordinates division operations with other District staff; determines where new residences fit into the routing and informs staff of new installations to be incorporated into billing; attends monthly Board meetings.
- Prepares and administers budget for field operations; develops long range plans for major District improvement and maintenance projects and prepares reports and recommendations for capital improvements; prepares materials, manpower and cost estimates, purchase orders, progress and activity reports; prepares preventive maintenance and equipment records and schedules; develops specifications for bid purposes; oversees maintenance of inventory; contacts suppliers to locate and expedite delivery of materials and supplies; coordinates the work of private contractors with District operations; and reviews and approves all claims for field operations.
- Performs a variety of inspection activities; reviews house plans for water demand; reviews development plans; reviews and approves fire sprinkler and hydrant applications; inspects new construction projects; inspects District equipment and facilities that it owns or will own (e.g., new wells, fire sprinkler systems).
- Prepares water sales, production, annual water quality report, and various operation reports; prepares correspondence; attends meetings and conferences.
- Participates in development of disaster plans, customer surveys, and District newsletter.

**EMPLOYMENT STANDARDS**

**Minimum Qualifications**

Any combination of experience and education that would provide the required knowledges and abilities is qualifying. Education and experience necessary to obtain the required licenses listed below.

**Knowledge of:**

- Laws and regulations related to the treatment and distribution of drinking water.
- Principles and practices of supervision and training.
- Administrative techniques, including planning and organizing work and evaluating operations.
- Estimating costs and preparing and monitoring budgets.
- Methods, materials and equipment used in the operation and maintenance of water treatment plants, pump stations, and water distribution and transmission facilities.

**COASTSIDE COUNTY WATER DISTRICT  
CLASS SPECIFICATION  
SUPERINTENDENT OF OPERATIONS**

- Capabilities, operation and maintenance of equipment used in water treatment, transmission and distribution systems.

**Ability to:**

- Plan, organize, manage, coordinate and direct the field operations of the District.
- Exercise good judgment, keep calm and make appropriate decisions in emergency situations and under pressure.
- Plan, assign, coordinate, direct and evaluate the work of subordinates engaged in a variety of District field operations.
- Establish and maintain effective working relations with others.
- Interpret, explain and apply applicable laws and regulations.
- Prepare clear and concise oral and written reports and procedure manuals.
- Assure that subordinates receive safety, operation and maintenance training.
- Evaluate division operations and procedures and develop techniques and procedures to increase efficiency and effectiveness.
- Understand and interpret engineering plans and specifications.
- Estimate equipment, material and labor needs.
- Learn to develop and administer the division budget.
- Input, access and analyze a variety of data using a computer terminal.
- Negotiate contract and handle complaints.
- Drive vehicles, such as a pickup truck.
- Work in low light conditions, such as access holes, tunnels or trenches at night.
- Distinguish colors, such as those in color-coded wiring, chemical tests guides and soil types.
- Hear and distinguish sounds, such as the voice of workers in noisy environments and the sound of operating equipment.

**Required Licenses:**

- Possession of a valid Grade 3 Water Treatment Certificate issued by the State of California.
- Possession of a valid Grade 2 Water Distribution Certificate issued by the State of California; provided, however, that if no subordinate possesses a Grade 4 Water Distribution Certificate, the incumbent of this position must possess such.
- Possession of a valid Class C California State driver's license.

**Special Working Conditions.** Exposure to: variable temperature and weather conditions; confined work spaces; heights, such as on ladders and storage tanks; high levels of noise; electrical hazards; dust; the possibility of experience burns, bodily injury and contact with toxic substances or chemical irritants.

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.*