



## ROWLAND WATER DISTRICT

### DISTRIBUTION SUPERINTENDENT

#### **Definition**

Under the general direction of the Director of Operations, the Distribution Superintendent plans, organizes, directs and reviews the objectives assigned to the Water Distribution Division. This position performs general and direct supervision of personnel involved in the operation, maintenance, and repair of the District's potable and recycled water distribution systems.

The Distribution Superintendent is a key member of the District's management and leadership team and in accordance to District policies and objectives, this position is responsible for all aspects of operating the potable and recycled water distribution systems.

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

- Carry out assignments directed by the Director of Operations.
- 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.
- Develop, implement and evaluate preventive maintenance programs associated with the potable and recycled water distribution systems.
- Represent the District in interactions with consulting engineers, contractors, vendors, Fire Department staff or local public works representatives regarding District projects or programs.
- Procure mandatory permits or other work authorization documents.
- Respond to specific customer inquiries/complaints regarding water service or delivery pressures.
- Review/approve material and equipment supply orders.
- Perform, direct, review and record inspections of water distribution projects in progress.
- Provide technical assistance to resolve difficult work problems.
- Instruct Distribution Operators in proper work techniques and safe use of equipment.
- Collaborate with administrative staff in coordinating meter reading schedules, new service installations, construction water service requests, and water service disconnects and reconnects.
- Collaborate with administrative staff in response to customer inquiries regarding billing, water service, and water quality complaints.
- Manage and evaluate fleet and equipment requirements and organize maintenance/repair records.

### **Principle Duties (continued):**

- 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.
- Maintain or improve industry knowledge by attending select workshops, seminars or conferences.
- 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 and in certain circumstances, may be assigned to emergency stand-by duty watch.

### **Qualifications** – Must possess 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 systems.
- Applicable Federal, State, and local laws and regulations.
- Comprehensive understanding of the District's water distribution systems.
- Occupational hazards and standard safety practices.
- Advanced hydraulic principles as they relate to water distribution 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 with executive management 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 District operations.
- Research information and prepare reports.

### **Ability To (continued):**

- Professionally represent the District 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.
- Able to carry, push, pull, reach and lift equipment and parts weighing up to 90 pounds.

### **Special Requirements**

Possession of a valid California Driver's 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' duration. The driving record will not contribute to an increase in the District's automobile liability insurance rates.

Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations. The District will also conduct a comprehensive pre-employment background investigation.

Certification as a State of California, Division of Drinking Water, Grade T2, Water Treatment Operator.

Certification as a State of California, Division of Drinking Water, Grade D5, Water Distribution Operator within 18-month of appointment.

This position serves a mandatory six-month probationary period.

### **Desirable Education and Experience**

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.

### **Overtime Assignments**

The purveyance of water is a vital service to the community and as such requires the availability of District 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 District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

### **Fair Labor Standards Act**

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, "exempt" position.

**Equal Opportunity Employer**

*Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, natural origin ancestry, physical handicap, medical condition, marital status or sex.*

**Americans with Disabilities Act**

*The District will make such reasonable accommodations to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.*

*Job Descriptions only present 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. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date