

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

ASSISTANT SUPERINTENDENT

DEPARTMENT: Field Services

SUPERVISOR: General Manager

POSITION DESCRIPTION

This position is created as a temporary, transitional appointment. The intent of this position is to facilitate successional programming within the Technical Services and Field Services Departments.

DEPARTMENTAL ORGANIZATION

- The current Technical Services Manager will assume the position of Assistant Superintendent. Upon the retirement of the Superintendent the Assistant Superintendent will assume the role of Superintendent.
- During the transitional phase the Assistant Superintendent will continue as Department Head for Technical Services and provide orientation, training, and direction to the District Engineer.
- The Assistant Superintendent will work closely with the (current) Superintendent and Field Services Manager to help facilitate the transition to Superintendent.
- At the end of the transitional period, the District Engineer will accept the responsibility as the Technical Services Department Head.

PRIMARY RESPONSIBILITIES

1. Oversees all the activities of the Technical Services Department and assumes all responsibilities of the Technical Services Manager position.
2. Provides orientation, guidance, technical assistance and direction to the District Engineer.
3. Works with Field Services management and staff to become familiar with Field Services policies, procedures, programs, budget, regulatory requirements, work plans and workloads.
4. Assumes the duties of the Superintendent in his absence.