

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

SUPERINTENDENT

DEPARTMENT: Operations & Maintenance

SUPERVISOR: General Manager

POSITION DESCRIPTION

Assists the General Manager and oversees all field personnel involved in the construction operation, maintenance, and inspection of the District's sewer collection system.

REQUIRED EDUCATION/EXPERIENCE

Completion of high school or G.E.D; an A.A. Degree is desirable. Must have 10 years of experience in the maintenance and operation of a sewer system (or related underground utility) including personnel supervision, fiscal responsibilities, and public relations experience.

REQUIRED DEGREES/LICENSES

Valid California Driver License. Must possess a Grade III Certification in Collection Systems as issued by C.W.E.A. with the ability to obtain Grade IV within 18 months.

SPECIFIC KNOWLEDGE AND ABILITIES

Must have knowledge of the purpose and use of tools and equipment employed in the construction, operation, maintenance, and repair of a sewer collection system; construction methods and terminology; construction and right-of-way drawings; computer applications, lift station mechanics and operation; laws and regulations of local, state, and federal health agencies; and be knowledgeable of safe work practices; having strong supervisory and administrative skills; strong written and verbal communication skills; and have the ability to prepare and present various Board agenda items and reports as needed.

PRIMARY RESPONSIBILITIES

1. Oversees all field activities of the District, including planning, schedules, and assignments;
2. Reports to the General Manager on the progress of field projects and status of field personnel and activities;
3. Prepares budget items for field operations and oversees the financial status of all field operations;

4. Supervises and oversees the implementation of the computer system for the maintenance and records of the District's collection system;
5. Has overall responsibility for the implementation of the District's injury and illness prevention program in conformance with Cal-OSHA requirements;
6. Works closely with local and state health agencies as well as state and federal water quality control agencies;
7. Responsible for the replacement and purchasing of vehicles and equipment,
8. Estimates time, materials, and equipment necessary to complete special maintenance and repair projects;
9. Responsible for all field personnel evaluations and progress assessments;
10. Attends regular and special meetings of the SPMUD Board of Directors and represents the District at various meetings of outside agencies; and,
11. Assumes duties of the General Manager in his absence, except as restricted by the Municipal Utility District Act.

SECONDARY DUTIES

1. Conducts or coordinates regular safety sessions for the safe work practices of all field personnel;
2. Keeps abreast of all outside sewer construction for acceptance by the District, assuring compliance with the District's ordinances and Standard Specifications;
3. Oversees the operation of special equipment used in the field of collection systems;
4. Responsible for all District flow recording systems;
5. Responsible for customer service calls and a good public relations program;
6. Provides information as required to update the collection system maps and records; and,
7. Other duties as required.

OTHER NECESSARY QUALIFICATIONS

1. Specific Physical Requirements to Perform Duties:
 - a. Must be able to drive an automobile;
 - b. Spend long periods of time seated; and,
 - c. Spend long periods of time using a computer terminal.
2. Ability to Successfully Pass Medical Examination Based On:
 - a. Ability to safely perform required physical duties; and
 - b. Ability to safely perform required physical duties with "reasonable accommodation: that does not create a safety hazard for other employees or the public.

PROBATIONARY PERIOD – Twelve (12) months.