

North Marin Water District

CONSTRUCTION/MAINTENANCE SUPERINTENDENT

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general administrative direction of the General Manager, is responsible for the installation, repair and maintenance of the below ground water and sewer system facilities throughout the District; directs other assigned functions and performs related work as required including training, supervision and project management.

DISTINGUISHING CHARACTERISTICS

The **Construction/Maintenance Superintendent** assumes the leadership and management responsibility for the Construction/Maintenance Department and organizes, supervises and directs all activities of the Construction/Maintenance Department.

SUPERVISION RECEIVED/EXERCISED

Receives general direction from the General Manager. Provides direct supervision to the Pipeline Foremen, Distribution Maintenance Foreman and crews.

ESSENTIAL DUTIES (include but are not limited to the following)

Plans, assigns, and is responsible for the work of crews engaged in the installation, repair and maintenance of consumer services, meters, pipelines, hydrants, valves, tanks, and pump stations and appurtenances; directs the work of crews in the installation of new pipelines and related facilities for both developer and District projects; reviews work orders and schedules work to make best use of workforce, materials and equipment; contacts contractors and District engineering staff to resolve problems and coordinate work; responds to emergency calls and takes charge of field operations during emergency conditions; supervises facility location and coordination noticed by Underground Service Alert; maintains effective safety compliance in accordance with District and CalOSHA policies. Maintains adequate work standards and prepares performance appraisals; is responsible for assuring that work performed by assigned staff meets District and applicable city/county standards and specifications and complies with all applicable codes; responsible for instilling esprit de corps and a healthy, positive work attitude in employees supervised. Assists in the interview and selection of department applicants; reviews and approves departmental budget; provides technical assistance and on-the-job training and approves formalized training of department staff as may be required from time to time; keeps time and equipment records.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Ten years of increasingly responsible experience in a field supervisory position in pipeline construction. Possession of a high school diploma, or its equivalent, and a current General Engineering Contractor's License, or graduation from college with a degree in Engineering.

Approved	CD
Date	6/5/2008

Knowledge/Skill/Ability

Thorough knowledge of the methods and practices, materials, and equipment used in water and wastewater system construction, maintenance and operation; ability to read and work from plans and specifications; can demonstrate experience and capability to handle multiple projects up to one million dollars; ability to plan, organize, train and supervise a construction workforce and work program; ability to maintain accurate work progress and cost records; ability to analyze work problems and to develop effective solutions; knowledge of the principles and methods of organization and management; ability to establish and maintain effective relationships with the District Board of Directors, contractors, other agencies, supervisory personnel, subordinates, and the general public.

License/Certificate

Possession of a valid Class A California driver's license.

Possession of or ability to obtain within one year after initial employment in this position a General Engineering Contractor's License or degree in Engineering.

Possession of a California Department of Public Health Grade D3 Water Distribution Operator Certificate or ability to obtain said certification within 6 months of appointment to position.

Residency

Residency within 10 miles of the District's Service Area within 24 months following initial employment is required for this position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing a dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."