



## PICO WATER DISTRICT

### FIELD SUPERINTENDENT JOB DESCRIPTION

Annual Salary Range:  
\$115,169.60 - \$139,989.37

#### DEFINITION:

Under general direction from the General Manager, plans, organizes, schedules, assigns, inspects; and reviews the construction, maintenance, repair and operation of water production and distribution systems; provides technical staff assistance and does related work as required.

#### EXAMPLE OF DUTIES:

The duties listed below are illustrative only and are not meant to be a complete listing of all duties and responsibilities of this position.

- Assures work orders created by the office are completed accurately and timely.
- Works closely with the Office Manager to see that all work performed by the District is done accurately and timely.
- Provides supervision, training, and work evaluation for all field staff.
- Makes recommendations and assists the General Manager with long-range planning for District improvements.
- Assists in the development of the annual financial budget.
- Makes periodic spot inspections of the distribution system to insure proper utilization of staff and equipment.
- Oversees the proper installation, repair and maintenance of the District's distribution system which includes coordinating new construction, repairs and maintenance with all personnel.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs job write-ups by estimating the amount of material and labor required to complete a given job; orders replacement inventory materials.
- Operate heavy equipment and perform minor maintenance to assigned tools and equipment.
- Inspects all field work.
- Assist crews in resolving difficult work problems.
- Works with administrative office in coordinating meter reading, billing complaints, water service complaints, water quality complaints, disconnects, new service installations, etc.
- May perform some customer service duties, including investigating and responding to sensitive customer inquiries.
- Updates District maps after new construction projects have been completed.
- Maintains a variety of records (production, inventory, vehicle maintenance, etc.).
- Responds to emergency situations.
- Implements the District's Injury and Illness Prevention Plan.
- May stand a regularly scheduled stand-by watch.
- Monitors Scada system during and after hours, conducts changes to Scada system as needed.
- Oversee and review monthly sampling, production of wells.

- Maintains and submits all regulatory requirements for the California State Water Resources Control Board, L.A. County Fire Dept. Health Hazardous Material reporting
- Oversees and is responsible for the proper handling of Asbestos Cement Pipe (removal, storage and disposal).
- Assigns and schedule's all field work
- Establish & Implement flushing, meter replacement, service line, valve, & hydrant programs.
- Conducts Fire Flow testing,
- Reviews construction plans.
- Meets with contractors & other regulatory agencies.
- Read AMR meters and oversees all meter reading activity / issues.
- Ensure Staff follow & Understand Safety requirements by OSHA & Watch Manual.

### **Other Duties**

- Monitors employee certification, training, and safety programs.
- Assists with the shut-down of main lines in emergencies.
- May help in the distribution of customer notices.
- Performs related duties as assigned.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Principles, methods, and practices used in communications-control equipment installation, operation, maintenance, and repair.
- Chemical and quality testing of water conditions.
- Principles, methods, and practices used in water treatment plant maintenance and construction work.
- Rules, regulations, and codes applicable to District water treatment and distribution functions.
- District policies, rules, regulations, and procedures.
- Work safety standards and requirements.
- Principles and practices of personnel administration.
- Procedures, methods, tools and equipment in the operation and maintenance of water production equipment and appurtenances.
- Computers
- Mathematical principles related to the computation of flows, volumes, and chemical dosages.
- Record keeping.
- Safety requirements relating to electricity, confined space, chemical handling and rotating machinery.

#### **Ability to:**

- Oversee the establishment and maintenance of certification, training, and work safety programs.
- Perform comprehensive administrative reviews of work activities, costs, staffing requirements, plant uses, and time requirements.
- Ensure the proper maintenance, construction, operation, and repair of District treatment plants and distribution systems.
- Develop and control budgets.
- Organize, direct and supervise the installation, maintenance and repair of water service and distribution systems.
- Direct meter installation, testing, maintenance and repair.
- Oversee field customer service activities.
- Provide supervision and training to all field staff.
- Read and interpret plans, diagrams, and blueprints; assess work conditions.
- Develop information and prepare reports.
- Effectively represent District water service functions with the public, contractors, and other organizations.
- Establish and maintain cooperative working relationships.
- Write clear memos and letters.
- 

### **Typical Physical Activities**

- Works both in an office and outdoor environment.
- Travels regularly by automobile to inspect District facilities and operations.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Walks on uneven terrain.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Broad and extensive work experience in performing water treatment functions and plant operations, as well as operations, maintenance, and repair of distribution systems. Work experience must have included substantial experience with SACDA systems, at least two years in a management or supervisory capacity supervising staff, good writing skills and good organizational skills. Two years of college education in project management, water resource management, engineering or related subject would be preferred.

### **License Certificate Registration Requirement**

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Required to possess or attain within one year of hiring a California State Water Resources Control Board Distribution Grade D3 certificate and California State Water Resources Control Board Treatment Grade T2 certificate or any other required certificates.

General Certifications: Other appropriate certification maybe required such as: CalOSHA Safety Certification, etc.

### **Equal Opportunity Employer:**

Pico 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.