

Humboldt Bay Municipal Water District

ASSISTANT SUPERINTENDENT – M2a Position Description

GENERAL PURPOSE

This position is intended as a temporary training position for the successor Superintendent to increase familiarity with not only the requirements of the Superintendent position, but the daily operation requirements of Humboldt Bay Municipal Water District prior to fully assuming the Superintendent position and duties.

The Superintendent position, under general management direction, is responsible for all operations and maintenance activities of the District as well as project management and construction. The Superintendent supervises, trains, develops, and evaluates staff. Implements District safety program.

ESSENTIAL FUNCTIONS AND DUTIES

While in the Assistant Superintendent position, the individual is expected to gain a working knowledge and understanding of all duties of the Superintendent as listed in the Superintendent job description, with initial focus including, but not limited, to the following:

- 1) Maintaining an effective safety program (including WIIPP) and a strong safety culture.
- 2) Responsibility for the water supply, pumping, treatment, and distribution functions of the District. This includes: Ruth Lake operations including hydro-electric facility; Essex and Korblex operations including control, pumping, treatment, and storage; distribution and metering functions throughout the system; and radio and communication systems.
- 3) Directing and overseeing the maintenance and operations for the Fieldbrook-Glendale CSD in accordance with The Agreement for Operations and Maintenance Support Services for Fieldbrook-Glendale Community Services District effective March 15, 2008.
- 4) Responsibility for water quality and ensuring all federal and state standards are fully met.
- 5) Familiarity with the District's long-term capital improvement and maintenance plans, and annual prioritized project and maintenance budgets.
- 6) Inspecting construction, installation, maintenance and grounds-keeping activities and projects to ensure the District's standards and requirements are met.
- 7) Ensuring compliance with all laws and regulations that govern District operations. Ensures compliance with and renewal of necessary permits, and with the California Department of Public Health certification requirements.
- 8) Representing the District in meetings with customers, representatives of governmental and regulatory agencies, professional and community groups and the public.
- 9) Preparing and presenting required reports. Attending and participating in Board of Directors meetings and provides operational report.
- 10) Fostering a positive work environment for employees. Demonstrating and instilling teamwork and communication throughout the organization.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- 1) Operation of water pumping, treatment and distribution systems
- 2) Operation of hydro-electric facilities
- 3) State and Federal safe drinking water regulations, standards, and practices
- 4) Water supply planning
- 5) Repair and maintenance of water pumping, treatment and distribution facilities, and hydro-electric facilities
- 6) Environmental regulations, including handling and disposal of hazardous and toxic materials and waste
- 7) Project planning, budgeting, cost estimating, permitting, and record keeping
- 8) Principles of organization and management, and of supervision, training, and effective personnel management
- 9) Safety programs and safe work practices
- 10) Operation of computers, and other office equipment, using both standard and specialized application software

TRAINING AND EXPERIENCE:

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- 1) High school diploma or GED
- 2) College, technical or professional-level classes or coursework in areas applicable to this position highly desirable.
- 3) Ten-to-fifteen years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution systems, including three-to-five years in a supervisory capacity. Experience with water treatment plants and hydroelectric generation is highly desirable.
- 4) Grade IV Treatment and/or Distribution certificates are preferred, minimum qualification T-2/D-4

SPECIAL REQUIREMENTS

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 3) In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns).

- 4) Must be able to participate in confined space operations.
- 5) Must possess and maintain a minimum of Grade II Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate (T-2/D-4). Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 6) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.
- 7) Must be able to think critically
- 8) Must be able to communicate well with others, both verbally and in writing; Must be able to understand and carry out oral and written directions
- 9) Work cooperatively and get along well with other people

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position **is** considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- 1) Investigate and solve complex problems involving the ability to:
 - a. Perform visual inspections
 - b. Hear normal versus abnormal noises
 - c. View and respond to operational control screens (including alarms)
- 2) Sit for extended periods of time
- 3) Operate a variety of office equipment (computer, copy machine, fax, etc.)
- 4) Operate motor vehicles and other equipment
- 5) Operate a variety of hand and electric tools
- 6) Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity
- 7) Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions
- 8) Wear a respirator and other personal protective equipment