

**WEST BAY SANITARY DISTRICT**  
**Job Description**  
**OPERATIONS SUPERINTENDENT**

**DEFINITION**

Under general direction of the District Manager, this position directs the activities of Maintenance & Operations Department engaged in the maintenance and repair of the Sanitary Sewer Collection System and to do related work as required. Plans, organizes, and directs the operations and maintenance activities, establishes and implements a preventive maintenance program for the collection system to include inspection, cleaning, and repair of Collection System assets, including managing maintenance contracts with outside agencies.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the District Manager.

Responsibilities include direct and indirect supervision of supervisory and technical personnel for assigned department.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

1. Develop and implement goals, objectives, policies, and priorities.
2. Plan, organize, direct, supervise, review, and evaluate operations and assigned projects for the Maintenance & Operation Department.
3. Approve and direct implementation of specific activities, projects, plans, and procedures prepared by staff for the maintenance and operation of the sanitary sewer collection system.
4. Give instructions in proper work procedures, resolve work problems, interpret administrative policies, and determine the best approach to accomplish work objectives.
5. Plan, schedule, prepare, supervise, and monitor the departmental budget.
6. Mentors and supports staff members to carry out their responsibilities and assists staff members to work effectively with individual employees and teams.
7. Develop and implement systems and procedures for the repair, inspection, and maintenance of the sanitary sewer collection system including the sewer mains, pump stations, STEP and grinder systems, Flow Equalization Facility and other appurtenances of the collection system.
8. Coordinate activities with other District departments and divisions and with outside agencies, and respond to citizen's inquiries.
9. Prepare written and oral reports and supervise the maintenance of a variety of records and reports including the asset management database.
10. Select, supervise, train, and evaluate subordinates, including the equitable execution of the disciplinary procedures.
11. Develop and coordinate supervisory and technical training and development programs.
12. Implement an ongoing Health, Safety, and Wellness program.

13. Ensure that the District is in continuing compliance with applicable Federal, State and local laws and regulations, such as, but not limited to EEOC, SB198, WDR 2006-003, and ADA.
14. Through subordinates, direct staff in the daily operations of customer service response, lateral and main cleaning and inspection, main repairs, pumping systems, and USA marking services.
15. Plan, schedule, supervise, and monitor projects in the upgrading and maintenance of the District collection systems.
16. Review plans and specifications for facilities improvement, maintenance projects, and capital improvement projects in close coordination with the Projects Manager.
17. Supervision and implementation of the Sewer System Management Plan (SSMP). Plan requires implementation of action steps in the event of a Sewer System Overflow (SSO), implementation of required reporting requirements, and improved and increased maintenance of the sewer collection system to reduce SSO's.
18. Evaluate and prepare Maintenance performance reports for District Manager, and Board approval.
19. Represent the Department on Silicon Valley Clean Water (SVCW) Technical committees, BACWA committee, and Safety committee. Interacting and networking with agencies to ensure regulatory compliance of programs.
20. Assist the District Safety Officer in implementing SB198 (IIPP) guidelines. Maintain safety logs, coordinate safety meetings to include accident review and the processing of workers' compensation documents, and coordinate the scheduling of safety training.
21. Ensure compliance with applicable Federal, State, and County regulations.
22. Assign vehicles to operating programs, analyze level of usage and appropriate fleet size, develop efficient methods of equipment utilization, and manage purchase of vehicles and equipment.
23. Review operational records, mileage and maintenance records, and field inspections of equipment.
24. Determine the need for materials, supplies, and equipment and prepare specifications as necessary, to purchase equipment and supplies as needed.
25. Identify strategies and prepare long range systems improvement plans including budget forecasts.
26. Direct and monitor customer service functions and programs, such as courtesy cleaning of sewer laterals.

**OTHER JOB RELATED DUTIES**

1. Assume the duties and responsibilities of the District Manager in his/her absence, as assigned.
2. May serve as staff support to various commissions, boards, and committees.
3. Develop, test, and monitor the District's emergency response plan for the Maintenance & Operations Group and ensure timely response to events that may have negative impacts on District customers by ensuring the availability of trained staff to respond promptly to service requests 24 hours a day.
4. Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS Knowledge of:**

Contemporary methods, techniques, principles, and practices of civil engineering and public administration, collection system maintenance and operations as applied to the construction and maintenance of utilities and facilities; technical inspection services, plan review, and customer service/education program.

- Principles of organization, administration, budget, financial, and personnel management.
- Purchasing procedures, cost control techniques and inventory techniques.
- Principles and procedures of emergency response preparedness.
- Safety practices and procedures including occupational hazards and standard safety precautions.
- Safe driving principles and practices.
- Applied computerization/automation.
- Materials, equipment, methods, procedures, and practices used in the design, construction, operation, maintenance, and repair of a sanitary sewer collection system.
- The methods and techniques of wastewater disposal and treatment and of the plant and equipment used in such work.
- The proper methods of maintaining related hydraulic and electrical equipment.
- The trades and crafts utilized in utility and street construction and maintenance work.

**Ability to:**

- Select, supervise, train, and evaluate subordinate personnel.
- Communicate clearly and concisely, both orally and in writing in English.
- Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work.
- Plan, communicate, delegate, and monitor a variety of concurrent projects. Prepare, maintain, and interpret records and reports.
- Evaluate operations and problems, recommend and implement efficiency and productivity improvements.
- Manage professional, managerial, technical staff and skilled workers.
- Prepare or assist with preparation and administration of a departmental budget including purchasing. Attend public meetings to explain and promote department programs and policies.
- Develop and administer a comprehensive utilities operation and maintenance program.
- Operate PC and related software applications.
- Interview applicants and employees
- Establish and maintain communications with employees, government officials, and the public.

**Skill to:**

- Operate contemporary office equipment including computer systems. Operate a motor vehicle safely.

**License or Certificate:**

- Possession of, and the ability to maintain, a valid California Department of Motor Vehicles Class C Driver License and driving record in conformance with adopted driving standards, Class A Driver License desirable.
- Possession of, or ability to obtain, and maintain, a California Water Environment Association Collection Systems Maintenance Operator's certificate Grade IV, within one year of assignment.

**Experience and Training Guidelines:**

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

**Experience:**

Through completion of the twelfth grade or its equivalent accompanied by some college course work and seven years' increasingly responsible experience in sewer maintenance, repair, construction, and rehabilitation work for a public wastewater collection system; three years' experience must have been in a supervisory capacity.

**Training:**

Equivalent to an Associate's Degree from an accredited college or university with major course work in public or business administration, management, or a related field is preferred.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment with ability to drive to different sites. Ability to work in environments with some exposure to noise, the outdoors, and mechanical hazards. Ability to operate sewer cleaning equipment and remove manhole lids (up to 150 pounds) in the event of an emergency.

Must be able to respond to emergencies

Employees of West Bay Sanitary District are by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale, or your own community.

**Effective Date:** May, 2020

**Position Status:** Unclassified, Exempt (Management Employee)