



## JOB DESCRIPTION

### Public Works and Water Superintendent

Date Prepared: March 2014

Class Code: 7310

**SUMMARY:** Under limited supervision, provides leadership and direction over the activities of the Water, Street, Warehouse, Garage and Facilities Maintenance Divisions of the City's Public Works, Water and Development Services Department.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversees the development of plan specifications and estimates of capital improvements for Water Department.
- Develops proposal and administers contracts for various City services.
- Performs regulatory management for water resources, including Title 22 administration and monitoring sampling frequencies in accordance with the California Department of Public Health requirements.
- Supervises subordinate staff; sets work priorities; creates work schedules; provides training; conducts performance evaluations; rewards and/or disciplines employees.
- Assists department director with budgetary recommendations regarding Public Works divisions; provides assistance with public policy reviews and department goal and objective development.
- Assists the department director with the development of water rates.
- Coordinate and oversee the department's safety training programs and ensures employee compliance and enforcement of safety procedures in accordance with applicable policies, procedures and regulatory statutes.
- Conduct studies, prepares and present reports regarding Public Works and Water Department activities.
- Represent the City at various regional committees and Joint Power Authorities.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

Bachelor's Degree in Civil/Sanitary Engineering, Public Administration or a closely related field; AND five years of experience, including three years of supervisory experience, in engineering or water resource management.

##### Knowledge of:

- City organization, operations, policies, and procedures.
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of regulatory management.
- Principles and practices of contract administration.
- Principles and practices of water resource management.

- Regulatory requirements for the operation, maintenance, and repair of water utilities.
- Principles and practices of public works maintenance operations.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.
- Water System Engineering
- Public Works construction and inspection methods.
- Customer service standards and protocols.

**Skill in:**

- Directing the work of subordinate staff.
- Defining problems, establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Building effective teams and providing efficient customer services.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with managers, supervisors, staff, external public agencies and other entities.
- Operating a personal computer and various software applications.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

California Water Treatment Operator T1.

California Water Distribution Operator D-4.

California Water Environment Association Grade I Collection System Maintenance

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment with no physical demands