

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT  
JOB DESCRIPTION**

Job Title:	Superintendent	Department:	Field Services
Class:	Management	FLSA:	Non-Exempt
Salary Range:	I – 64 II - 65	Reports to:	General Manager
Probationary Period:	1 year	Revision Date:	09/07/2023

**Position Overview:**

Under the direction of the General Manager, oversees all field personnel involved in the operation and maintenance of the District's sewer collection system.

**Education/Experience:**

Any of the following combinations in the table below meet the minimum qualifications for education and experience for this position.

Education		Experience
A	Completion of high school / GED	and Twelve (12) years in collection system maintenance (or related underground utility) with at least five (5) of those years responsible for a program personnel supervision, fiscal management and public relations.
B	Associate Degree from an accredited College or University, degree in Construction Management or Engineering is desired.	and Ten (10) years in collection system maintenance (or related underground utility),. with at least five (5) of those years responsible for personnel supervision, fiscal management and public relations.
C	Bachelor’s Degree or higher from an accredited College or University, degree in Construction Management or Engineering is desired.	and Eight (8) years in collection system maintenance (or related underground utility) with at least five (5) of those years responsible for personnel supervision, fiscal management and public relations.

**Licenses and Certifications:**

Superintendent I

Education		Required Licenses and Certifications
A	Completion of high school / GED and	(1) Valid California Class C Driver’s License (2) Must possess a California Water Environment Association Certification in Collection System Maintenance at the Grade IV Level.
B	Associate Degree or higher from an accredited College or University and	(1) Valid California Class C Driver’s License (2) Must obtain a California Water Environment Association Certification in Collection System Maintenance at the Grade IV Level. Timeline to acquire in accordance with CWEA minimum qualifications.

Superintendent II

In addition to the education, license and certification requirements necessary for the Superintendent I position, in order to be considered for the Superintendent II position, the candidate must be in possession of a valid California Certificate of Registration as a Professional Engineer, Civil or Mechanical.

**Knowledge and Abilities:**

Must have knowledge of the purpose and use of tools and equipment employed in the construction, operation, maintenance, and repair of a sewer collection system; construction methods and terminology; construction and right-of-way drawings; computer applications, lift station mechanics and operation; applicable and pertinent laws and regulations of local, state, and federal agencies; and be knowledgeable of safe work practices; having strong supervisory and administrative skills; strong written and verbal communication skills; and have the ability to prepare and present various Board agenda items and reports as needed.

Knowledge of:

1. District Standard Specifications and Improvement Standards for Sanitary Sewers.
2. District policies and procedures.
3. Safe work practices as defined by Cal-OSHA.
4. Planning, scheduling and assigning all sewer collection field activities.
5. Principles of leadership, training and supervision.
6. Budget Preparation for Field Services Department and oversees the financial status of all field operations.

7. Computer Maintenance Management Systems for the predictive and preventive maintenance and record keeping of the District's collection system.
8. Injury and Illness Prevention Programs (IIPP) in conformance with Cal-OSHA requirements, as they pertain to sewer collection systems.
9. Local, state and federal regulations governing sewer collection systems.
10. Fleet Management, including purchasing, maintenance and repair of vehicles and equipment.
11. District flow recording systems.
12. Personnel evaluations and progress assessments.
13. The District's Mission, Vision and Core Values.

Ability to:

1. Oversee the operation of special equipment used in the field of collection systems.
2. Attend regular and special meetings of the SPMUD Board of Directors and represents the District at various meetings of outside agencies.
3. Supervise and train staff; plan, organize, direct, and coordinate work.
4. Report to the General Manager on the progress of field projects and status of field personnel and activities.
5. Develop, coach and mentor staff and maintain effective working relationships with personnel at all organizational levels, use good judgement and discretion in dealing with sensitive and difficult matters.
6. Conduct or coordinate regular safety sessions for the safe work practices of all field personnel.
7. Use modern office equipment and software, such as the use of common word processing, spreadsheet, database applications, computerized maintenance management software, and CCTV inspection software.
8. Establish scope, produce bid documents and oversee work done for District-funded maintenance projects by contracted forces.
9. Estimating time, materials, and equipment necessary to complete special maintenance and repair projects.
10. Remain current on changes to local, state and federal regulations that govern sewer collection systems.
11. Promote and maintain a good public relations program.

12. Provide information as required to update the collection system maps and records.
13. Assume the duties of the General Manager in his absence, except as restricted by the State of California Municipal Utility District Act.

**Physical Demands and Working Environment:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodation, unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-101.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
- c. Sit at a computer workstation for extended periods of time and occasionally climb a flight of stairs.

Ability to Successfully Pass Medical Examination Based On:

- a. Ability to safely perform required physical duties; and
- b. Ability to safely perform required physical duties with "reasonable accommodation: that does not create a safety hazard for other employees or the public.

**This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.**