



JOB DESCRIPTION

TITLE: Maintenance and Operations Superintendent
STATUS: Non-Union/FLSA Exempt
GRADE: Grade 20

JOB SUMMARY:

Incumbent performs complex supervisory, administrative and professional work in planning, organizing staffing, and managing assigned areas within the Maintenance and Operations Department.

REPORTING RELATIONSHIPS:

This position reports to the M&O Director. This position supervises Field Operations Managers and other staff as assigned.

ESSENTIAL DUTIES may include:

- Oversees the daily operation of the District's water distribution and wastewater collection systems ensuring an adequate supply of potable water in accordance with all relevant laws and regulations;
- Directs the operation, repair, and maintenance of water supply facilities, pumping stations, sewer collection systems, and water transmission and distribution systems;
- Evaluates the cost and operation of District systems; recommends improvements and modifications;
- Supervises, selects, trains, motivates, oversees, directs, develops, and reviews work of Field Operation Managers and other employees as assigned;
- Responsible for ensuring positive employee/management relationships throughout the department; works to develop and maintain high employee morale;
- Provides exceptional customer service on high level issues; investigates public complaints, water quality issues, and other related items; develops solutions to problems;
- Coordinates the formulation of the Department budget and oversees the implementation of field operations, facilities, vehicle and equipment budgets;
- Represents the Department and the District with other jurisdictions, other departments, regional organizations, professional associations, and the general public;
- Coordinates with human resources to investigate alleged employee misconduct, makes recommendations to the M&O Director and carries out disciplinary actions;
- Develops goals, objectives, policies, procedures, and guidelines for assigned areas;
- Prepares equipment and vehicle specifications and develops long range plan to address Department equipment and vehicle needs;
- Administers contracts with a variety of vendors ensuring quality/fiscal control and all District requirements/specifications are met;
- Coordinates with capital project and construction staff on capital improvement and private development construction projects impacting District water/wastewater systems; ensures the integration of department concerns into the water/sewer comprehensive plans;
- Serves as a management representative on the Safety Committee and is responsible for ensuring the department complies with all safety policies, rules, laws and regulations; and
- Performs other duties as required or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Maintenance and operation of public water and/or wastewater systems;
- Leadership, supervision, and management;
- Relationship building;
- Instilling a positive team/organizational culture;
- Developing and implementing a budget;
- Investigation techniques and practices;
- Policy formulation and implementation;
- Public procurement;
- All equipment related to the maintenance and operation of public water and/or wastewater systems;
- Industrial safety practices, laws, and regulations;
- Intergovernmental relations;
- Customer service;
- Long range planning;
- Analyzing problems, identifying solutions, and proposing actions;
- Operating office equipment and tools such as phones, fax machine, copiers, computers, software and databases; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EXPERIENCE/EDUCATION:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge, skills, and abilities would be five years of progressively responsible experience supervising and managing the maintenance and operation of water and/or wastewater systems. A college degree is a strong plus.

LICENSING REQUIREMENTS:

Possess and maintain a Valid Washington State Driver's License, Industrial First Aid Card, and have the ability to obtain a Water Distribution Manager IV certification and a Wastewater Collections Certification II within one year of appointment.

WORKING CONDITIONS:

Duties are performed mostly in an office environment with some exposure to field work. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic, and construction hazards. Incumbent may come into contact with wastewater.

PHYSICAL REQUIREMENTS:

This position typically requires balancing, reaching, walking, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.