

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: UTILITIES SUPERINTENDENT

DEPARTMENT: UTILITIES

BASIC FUNCTION:

Under general direction, plan, organize, review, oversee and manage programs and evaluate designated operational areas, divisions and programs as it relates to water and/or wastewater operations and infrastructure; provide professional and technical assistance to outside agencies, upper management, other departments, division supervisors, staff and consultants; oversee regulatory compliance and the day-to-day work of assigned divisions; and perform related work as assigned.

The Utilities Superintendent is a subject matter expert with an established work history of management in the assigned functional area. Assignments in the Water Operations Division include Water Operations, Construction and Maintenance, Meter Services and Conservation, Cross Connection Control. Assignments in the Wastewater Division include Wastewater Operations and Wastewater Collections.

KEY RESPONSIBILITIES:

Plan, direct, and administer work of assigned functional areas and ensure effective and efficient operations.

Develop CIP contracts for rehabilitation and/or replacement of infrastructure.

Supervise and/or assist with the preparation of a variety of bid specifications and administration of contracts as necessary.

Ensure regulatory compliance in assigned areas. Maintain appropriate records. Develop and submit regulatory reports; monitor work activities to ensure compliance with applicable Federal, State, and local laws and established policies and procedures. Provide technical and professional support to staff.

Meet with various agency regulators and inspectors to perform compliance inspections.

Review and analyze Federal, State, and local legislation and recommend strategies for compliance or response.

Participate in annual budget preparation and administration for assigned area.

Manage priorities, assignments, and workloads for assigned functional area; establish appropriate service and staffing levels and allocate resources accordingly. Manage day to day operations when needed.

Prepare staff reports, City Council/Water Board presentations and other professional/technical communications, reports, and documentation. Present to the City Council/Water Board as needed.

Evaluate opportunities to improve efficiencies and make recommendations for solutions to management and operational issues.

Participate in the development of departmental policies and procedures.

Respond to requests from citizens, staff, other departments, consultants, vendors, contractors, engineers, regulators, agencies, entities, commissions, organizations, etc. on a variety of projects, issues, complaints and inquires.

Attend various meetings to receive, update or provide information.

Select, manage and evaluate subordinates and provide direction, guidance and training. Ensure ongoing development of subordinates in applicable areas of compliance, technical competency, safety, and supervisory training.

Inspect time reports for proper allocation of time and approve.

Ensure proper operation/maintenance and inspection of assigned systems and that work is prepared to standard.

Ensure materials, equipment and supplies are purchased in accordance with city and department standards.

May direct, lead or provide input into preparation of plans and specifications for contracts, agreements, purchase of equipment, and requests for proposals for various projects and studies.

Review both CIP as well as private development improvement plans. Submit suggested changes.

Review and approve operational expenditures and manage assigned operations budget.

Review and oversee contracts, agreements, etc. for goods and services to ensure compliance; authorize equipment purchases.

Direct maintenance, repair and replacement of systems and equipment.

Participate on Utilities Safety Committee; may represent Utilities on the Public Works Safety Committee,

QUALIFICATIONS:

Knowledge of:

- All applicable federal, state and local codes and regulations related to assigned division and safe work practices and methods.
- Materials, methods, practices, procedures, equipment, standards, safety and technical requirements pertaining to assigned division.
- Operations, principles, practices and methods pertaining to assigned division and administrative services.
- Principles and practices of project management and coordination.
- Mechanical and electrical systems.
- Practical elements of civil engineering as they relate to assigned area.

- Record keeping and reporting requirements and procedures. Contractual agreements and application.
- Budget development, management, and control.
- Principals and applications of public relations and customer service skills. Computer applications relevant to duties.
- Principles and practices of management including report writing techniques.
- Principles and techniques of preventive maintenance. Principles and techniques of performance measurement.
- Principles of labor relations, supervision, training and performance evaluations.

Assignments in Water Operations

- Water wholesaler operations, interaction and relationship.
- Hydraulics and mathematics as related to water distribution and treatment in a utility system.

Ability to:

- Manage a comprehensive program for the Water or Wastewater divisions of the Utilities Department.
- Plan, prepare and implement long-range plans for the assigned area.
- Plan and organize work with a high degree of independence.
- Prepare reports and memos for regulatory agencies, City Council/Water Board and others.
- Plan and coordinate repairs, upgrades, and future facilities.
- Work with regulatory agencies and representatives on a wide variety of requirements and issues.
- Coordinate programs effectively with public and private agencies.
- Apply pertinent Federal, State and city codes, laws and regulations to work in assigned area and ensure compliance.
- Effectively communicate with people from a wide variety of socio-economic backgrounds, both orally and in writing.
- Forecast labor and other pertinent cost factors.
- Determine training and development programs and classes of subordinates.
- Plan, assign, supervise and evaluate work of subordinates and provide required training and guidance.
- Determine cost-effective ways for efficient and effective operation of functional responsibilities.
- Manage the performance of functional areas.
- Read and interpret Utility maps, plans, diagrams, and blueprints and specifications.
- Maintain records and prepare technical and complex reports.
- Answer questions and concerns from staff, public, media and others, as needed.
- Prepare and disseminate information and outreach materials.
- Establish and maintain cooperative relationships with customers, the public and those contacted in the course of work including negotiating work with outside contractors.
- Use computer applications to assist in performing duties. Withstand hours of sitting, standing, walking and climbing.

EXPERIENCE AND EDUCATION:

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

College level courses and/or professional level training providing expertise in public or business administration, engineering, construction, construction management or in a closely related field; a bachelor's degree is preferred; and

Five years of increasingly responsible experience in the assigned area, including four years in a supervisory capacity.

Master's degree in public or business administration, engineering, construction management or in a closely related field is highly desirable.

Assignments in Water Operations

Five years of increasingly responsible experience in core and functional areas including four years of supervisory experience as a water operations supervisor in a D5 and T2 system.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's License (Class C) or the ability to be transported throughout the city.

Willingness and demonstrated ability to respond to emergency calls during off hours as required.

Assignments in Water Operations:

California State Water Resources Control Board Water Distribution Operator Grade 5 and

California State Water Resources Control Board Water Treatment Operator Grade 2

Certification by the American Water Works Association or American Backflow Prevention Association as a Backflow Prevention Assembly Tester and Cross Connection Control Program Specialist is highly preferred.

Assignments in Wastewater Operations:

CWEA Collections System Grade 4 Certification and/or

CWEA Mechanical Technologist Grade 4

PHYSICAL REQUIREMENTS AND ENVIRONMENT:

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematic data, narrative and statistical information and document; analyze and solve problems; use math and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; and interact with staff, vendors, contractors, regulators, agencies, committees, organizations, entities and the public encountered in the course of the work.

The employee periodically works in the field, exposed to the outdoors and all-weather conditions. Employee is occasionally exposed to fumes, dust, dirt, and construction site conditions. Employee is required to attend meetings and travel within and outside city limits during normal work hours and periodically on evenings and on weekends and at any time during emergency call outs.

This is an at-will unrepresented classification.

DATE APPROVED: May 1, 2024