

## CITY OF BURBANK

### WATER MAINTENANCE/CONSTRUCTION SUPERINTENDENT

#### DEFINITION

Under direction, to plan, direct, manage, supervise, coordinate, schedule, and review the activities of the Maintenance/Construction section of the utility's Water Division consisting of the water distribution system of mains, valves, vaults, hydrants, meters, services, and other water system facilities; to provide project management and coordination of activities with other City departments and outside agencies; to provide responsible and complex administrative support; and to do related work as required.

#### ESSENTIAL FUNCTIONS

Supervises, coordinates, schedules, and reviews all water system maintenance and construction activities; recommends, develops, and implements goals, objectives, policies, and priorities; makes distribution system decisions concerning maintenance, repair construction, and operation; assists staff in the solution of difficult operating maintenance or construction problems; reviews plans and specifications for water system facilities; coordinates and inspects work done by contract on the water distribution system; supervises pressure testing and disinfection of water system pipelines, services, and fire hydrants; establishes and reviews technical operation and maintenance criteria and standards; coordinates section activities with other City departments and outside agencies; participates in conferences with engineers, contractors, other utilities, and City staff regarding projects and problems; prepares a variety of reports correspondence and special studies; receives, investigates, and responds to difficult customer inquiries and complaints; ensures that customers are notified when water service is temporarily discontinued; prepares and administers the section budget and participates in the preparation of the division budget; administers contracts with outside agencies, contractors, and vendors; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; may act in the absence of the Assistant General Manager – Water Systems; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of - water system maintenance, operation, and construction practices, methods, equipment techniques, and materials; basic principles of hydraulics; basic principles of water production and treatment; occupational hazards and safety precautions in the work place; principles and practices of organization, administration, budget, and personnel management.
- Ability to – plan, direct, schedule, and supervise employees engaged in the activities of the Maintenance/Construction Section of the utility's Water Division; develop and implement work procedures and priorities for the efficient maintenance, repair, construction, and operation of the water system; understand and interpret engineering plans, equipment parts and functions, operational data, and work orders; plan, schedule, coordinate, and inspect the work of maintenance and construction crews; prepare reports and maintain records and files; perform mathematical calculations; work under emergency conditions and respond to calls any time during a 24-hour period; communicate effectively both orally and in writing; make presentations at a variety of boards and commissions; attend and participate in professional group meetings; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years of recent construction and/or maintenance experience or maintenance and operation experience in a water utility including three years of supervisory and employee development experience.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; a valid Grade 2 (T2) Water Treatment Operator certificate and a valid Grade 4 (D4) Water Distribution Operator certificate issued by the State of California Department of Public Health are required at the time of permanent appointment. Certificates are required to remain valid during the course of employment in this classification.

#### SUPPLEMENTAL INFORMATION

None.