

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ASSISTANT WATER & SANITARY SEWER SUPERINTENDENT
(JOB CODE 229)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Water and Sewer Utility	Water & Sewer Superintendent	Non-Exempt

DESCRIPTION

The Assistant Water & Sanitary Sewer Superintendent is a supervisory position in the classified service, responsible for overseeing the Construction and/or Operations Divisions of the Water and/or Sanitary Sewer Divisions within the Water and Sewer Utilities Department. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED; and
- Four (4) years of increasingly responsible experience in the construction, maintenance, operations of water, recycled water distribution systems, or sanitary sewer collection systems, including at least two (2) years in a lead or supervisory capacity.

DESIRABLE QUALIFICATIONS

- Depending on position assignment, qualifying experience may be required in one of the following specific areas of water and/or recycled water distribution systems, or sewer collection system: construction, maintenance, or operations.
- For Sanitary Sewer Division: Registered departmental Legal Responsible Official (LRO) with the California Integrated Water Quality System (CIWQS) is desirable.

LICENSES/CERTIFICATIONS

The following are required at time of application and for the duration of employment:

- A valid California Class C driver's license.
- A valid Water Distribution Operators Certificate (Grade D-2 or above), issued by the California Department of Health Services.

The following certificates are required when assigned to the Water Construction and Operations Division:

- A valid Water Distribution Operators Certificate (Grade D-3 or above) within one (1) year of appointment and for the duration of appointment.
- A valid Backflow Prevention Assembly General Tester Certificate issued by the California- Nevada Section of the American Water Works Association within one (1) year of appointment and for the duration of appointment.
- A valid Cross-Connection Control Program Specialist Certificate issued by the California- Nevada Section of the American Water Works Association within one (1) year of appointment and for the duration of appointment.

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The following certificates are required when assigned to the Sanitary Sewer Division:

- A valid Collection System Maintenance Certificate Grade 2 issued by the California Water Environment Association at the time of application and for the duration of appointment.
- A valid Collection System Maintenance Certificate Grade 3 or above issued by the California Water Environment Association within one (1) year of appointment and for the duration of appointment.

OTHER REQUIREMENTS

- Because of the possibility of emergency situations, it is required that the incumbent that is assigned to Sanitary Sewer Division be able to respond in person within forty-five (45) minutes and those assigned to Water Construction and Operations respond in person within forty-five (45) minutes to the City's Utility Center, located at 1705 Martin Avenue.
- May be required to work unusual hours in emergency situations and needs to be available on an "on call" basis as assigned.
- Must be able to perform the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level classification responsible for performing the full range of responsibilities involving overseeing the Construction and Operations Divisions of the Water and/or Sanitary Sewer Utility within the Water and Sewer Utilities Department. Incumbents work under general direction and are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures of the Division. The Assistant Water and Sanitary Sewer Superintendent is distinguished from the Utility Crew Supervisor because the latter is responsible for the technical duties and supervising the work of an assigned crew in a specialty area such as water construction and operations, water meter testing and maintenance, and sewer system construction and maintenance. This classification is distinguished from the Water & Sewer Superintendent in that the latter is a Division Manager with overall responsibility for field operations of the Water and Sanitary Sewer Utility.

TYPICAL DUTIES

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

When assigned to any division:

- Supervises, schedules, prioritizes, and coordinates the work of employees engaged in the day-to-day activities of the Construction, and Operations of Water Division and/or Sanitary Sewer Division;
- Performs the most complex duties and provides technical assistance to crews in the assigned Division;
- Schedules and coordinates Division operations with customers, contractors, utilities, and other individuals and agencies;
- Monitors, implements, and ensures compliance with pertinent Federal, State, and

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local laws, codes, and ordinances; inspects work in progress and upon completion; recommends corrective action when necessary;

- Responds to emergencies affecting assigned Division; ensures that emergency work is addressed in an effective, timely manner;
- Investigates complaints and inquiries from the public and other agencies; recommends corrective action as necessary;
- Supervises, trains, and evaluates assigned personnel and subordinates;
- Inspects work in progress and inspects completed work for compliance with plans, specifications and City standards;
- Recommends and assists in the implementation of department goals and objectives; implements policies and procedures;
- Coordinates and facilitates with engineering staff to obtain all necessary permits for any water and/or sewer repairs and related work;
- Uses computer and/or other electronic devices for data entry and report generation of records of maintenance, service calls and work orders;
- Prepares a variety of written documents such as activity reports, purchase request and requisitions, and accident reports;
- Participates in the process of hiring, promotion, discipline, grievance, and related actions;
- Confers with the Water and Sewer Superintendent to review and discuss day-to-day operations and to plan major work for optimum effectiveness in personnel and material utilization;
- Assists in the preparation and monitoring of the department operating and capital improvement budgets;
- Schedules work, equipment and materials; prepares work schedules to provide shift coverage; approves vacation, leave, and overtime requests while communicating and coordinating with the Water and Sewer Superintendent;
- Supervises and trains for water and sewer telemetry installations including modifications of computer SCADA system;
- May be assigned to support another division and supervise staff;
- Performs other related duties, as assigned.

When assigned to the Water Construction Division:

- Conducts pre-construction meetings with designated personnel;
- Schedules and inspects cross connection tests at recycled water use locations;
- Schedules Citywide backflow and water meter testing;
- Participates in leak repair, installs service connections, large meter installation, vault construction and demolition or make ready work for related items;
- Maintains accurate records for all of the computerized maintenance management systems (CMMS) systems relating to meter database/Lucity; and
- Coordinates with Engineering team on all phases of new or existing construction and rehabilitation projects for all water distribution infrastructure.

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When assigned to the Water Operations Division:

- Participates in leak repair, installs service connections, large meter installation, vault construction and demolition or make ready work for related items;
- Is heavily involved with new installs / maintains well heads and well sites, tank sites, large valves, water generators and related appurtenances to the water distribution system;
- Responsible for all phases of the Solar program;
- Coordinates with Engineering team on all phases of new or existing construction and rehabilitation projects for all water distribution infrastructure.

When assigned to the Sanitary Sewer Division:

- Coordinates with Engineering team on all phases of new or existing construction and rehabilitation projects for all sanitary sewer;
- Plans, organizes, and directs the work of field staff engaged in the operations and maintenance of City's sanitary sewage collection system and storm drain pump stations including, but not limited to, sanitary sewer mains, manholes, service laterals, excavating trenches, installing pipe, tapping sanitary sewer mains, backfilling excavations, servicing pump and lift stations, installing temporary sidewalk and pavement replacements, and related tasks;
- Participates in implementing the City's Sewer System Management Plan, and performs reviews and enters data in the State Water Resource Control Boards' database California Integrated Water Quality System (CIWQS) for sanitary sewer overflows as the Data Submitter and/or LRO; and
- Schedules and coordinates work with customer, contractors, public agencies, utilities or other entities for the operation and maintenance of the sanitary sewer collection system and storm drain pump stations.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Methods, materials, and equipment used in assigned Division of water and/or recycled water distribution systems and/or sanitary sewer collection systems and/or storm drain pump stations;
- Pertinent Federal, State, and local laws, codes, and ordinances (e.g., OSHA, DOT, USA, DDW);
- Principles and practices of safety pertaining to assigned area of responsibility;
- Principles and practices of effective supervision;
- Principles and practices of budget preparation and administration;
- Personal computers and standard business software applications;
- The City of Santa Clara Water Department design standards and specifications;
- City's Rules and Regulations for Water and Sanitary Sewer service;
- Environmental and safety practices, procedures, and standards; and

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- Including but not limited to: computerized maintenance management systems (CMMS) and asset management, SCADA use and navigation, office safety practices, procedures, and standards, upkeep of phone and call out lists etc.

For the Water Construction and Operations Division:

- Common underground construction practices and applications (e.g., trenching, shoring, backfill techniques, compaction techniques, reading and understanding plans) and rules and regulations for potable and recycled water, general maintenance practices and applications to maintain water systems;
- Water system flushing and valve turning program protocol;
- The theory and practice of water pumps and reservoirs;
- Familiarity with the City's SCADA computer system and ability to learn and use the City's SCADA computer system;
- Understand and formulate control logic used in SCADA and pump controls; and
- Rules and regulations for potable water and recycled water.

For the Sanitary Sewer Division:

- Common underground construction practices and applications (e.g., trenching, shoring, backfill techniques, compaction techniques, reading and understanding plans);
- The City's Sewer System Management Plan, CIWQS for sanitary sewer overflows and related rules and regulations; and
- Sewer collection system condition assessment and maintenance industry best practices.

Ability to:

- Have a working knowledge of equipment used in assigned Division;
- Interpret and explain pertinent Federal, State, and local laws, codes, and ordinances;
- Interpret and explain engineering drawings, plans, and specifications;
- Identify other underground utilities (e.g. gas, electric, telephone, fiberoptics);
- Supervise, train, motivate, counsel, and evaluate subordinate staff;
- Provide technical assistance and guidance to assigned staff;
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines;
- Effectively handle multiple priorities, organize workload for self and others, and meet strict deadlines;
- Establish and maintain effective working relationships with employees, public officials, contractors, the general public, and others contacted in the course of work;
- Work in a team-based environment to achieve common goals;
- Prepare and maintain accurate and precise written documents such as reports, records, forms, and correspondence;
- Communicate clearly and effectively, both orally and in writing;
- Read and understand survey staking for underground utility construction;
- Read and understand plans for construction of water utility facilities: pipes, services, backflows, pump stations, and well, sewer and storm pump stations facilities;
- Manage multiple contracts with contractors working on behalf of the Water and Sewer Utilities;

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- Inspect water and/or recycled water and/or sanitary sewer construction work;
- Deal tactfully and courteously with others; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Receives general direction from the Water and Sewer Superintendent, Water and Sewer Operations Manager, Assistant Director, Director, or other supervisor as assigned.

SUPERVISION EXERCISED

Provides general supervision to Utility Crew Supervisors and other personnel, as assigned.

CLASSIFICATION HISTORY

Established Date: 09/2009, Rev. 08/2021