



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Water Systems Superintendent
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	Utilities Department Manager
Website	www.cambriacsd.org

DEFINITION

Under general direction of the Utilities Department Manager, administers the operations of water supply, treatment, advance water treatment, and distribution systems. Supervises water operational staff establishes and ensures adherence to standard operating protocols; plans and organizes agency-wide water quality and distribution compliance efforts; serves as liaison between field and office staff assigned to water operations; performs other duties as assigned.

This is an exempt management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures the efficient operation of water treatment system, advanced water treatment plant, water distribution systems, groundwater supply, and water pumping stations, and all associated structures and equipment
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees; recommends appointments, transfers and reassignments; implements disciplinary actions at the direction of superiors
- Ensures, coordinates and directs communications between operational units and systems subcontractors and their advisory groups; rate payers; department and district management, environmental consultants; and applicable Federal, State and local agencies
- Establishes protocols for the assignment of personnel and resources and monitors results to ensure compliance with established protocols
- Participates and coordinates with department staff, consultants, and construction contractors on new and rehabilitation projects to ensure optimum project results, efficient utilization of system assets, continued safe operation of systems during construction, and effective follow up and correction of any project related deficiencies
- Directs and participates in solving difficult operational and maintenance issues
- Assists in the preparation, administration, monitoring and reporting of system budgets
- Prepares and submits departmental reports documenting and describing the operational status of water treatment systems, and distribution

- Prepares and submits local reports; may prepare and submit State reports when such reporting is in conformance with operator certifications possessed and directed by Utilities Department Manager
- May attend and participate in Advisory Board meetings, District standing/ad-hoc committee meetings and Board meetings relating to District water program(s)
- Develops and maintains professional, respectful, and courteous relationships with staff, agency representatives and the public
- In special circumstances, and in compliance with the incumbent's water certification(s), may be the designated "Chief Operator" or "Shift Operator" of a water treatment system(s), advance water treatment plant, and/or water distribution system(s) and perform other related work as required.
- Administers an effective safety program and maintains a safe and productive work environment
- Performs tasks which involve moderate to heavy physical labor or exertion and/or hazardous working conditions

KNOWLEDGE, SKILLS AND ABILITIES

- Principles and practices of the administration of water supply, water treatment, water distribution systems, and dams, reservoirs, and flood control facilities
- Principles and practices of staff supervision, including hiring, directing, evaluating, training, disciplinary actions, and applicable employment related statutes and policies
- Methods, materials, and equipment utilized in the operation, controlling, monitoring, testing, and maintenance of water supply, treatment and distribution systems, and flood control facilities
- Basic computer operations including water facility and systems controls, word processing, spreadsheets, email and systems reporting
- Applicable Federal, State, and County laws and regulations relating to water supply, treatment, and distribution systems
- Applicable safety rules of water supply, treatment and distribution systems, and flood control facilities
- Chemical processes which occur in water supply, treatment, and distribution systems
- Establish and maintain effective working relationships; work cooperatively with others; cultivate and maintain positive working relationships with members of the public and community organizations, business and environmental leaders, District staff and representatives of other governmental agencies
- Follow oral and written instructions; communicate effectively both orally and in writing with District staff and members of the public, community organizations and elected officials
- Understand and comply with all applicable Federal, State, County and departmental regulations pertinent to a water supply, treatment and distribution systems, dams, reservoirs, and flood control facilities
- Supervise and evaluate the performance of assigned personnel, build and maintain a cohesive, highly efficient, effectively functioning water operations and maintenance team, administer an effective safety program, and maintain a safe and productive work environment

REQUIRED QUALIFICATIONS

- Five years of experience in water system operations and maintenance, two years of which must have been in a supervisory position.
- High School Graduate or G.E.D.
- Possession of a valid California State Water Resources Control Board (SWRCB) Water Treatment Grade T3 and a Water Distribution Grade D2 certification at time of application. Sustained certification, including any required continuing education units is mandatory for continued employment. Failure to maintain the required certification will result in removal from the position unless a time extension is approved by the appointing authority prior to the expiration of the certification.
- A valid California driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER SPECIFICATIONS

Must be willing and able to work alternating shifts and weekend work to provide supervisory coverage after normal workday or irregular and on-call emergency requests on nights, weekends, and holidays. May be subject to formal standby or around-the-clock operations as situations warrant.