



# Ross Valley Sanitary District

## Operations & Maintenance Superintendent

### **DEFINITION**

Under the general direction of the Operations and Maintenance Manager, the Operations and Maintenance Superintendent is responsible for planning, organizing, and directing maintenance and operations activities associated with the District's wastewater collection and conveyance system, facilities, and fleet, and, as directed, for administering the safety program for all employees.

### **DISTINGUISHING CHARACTERISTICS**

This is an advanced journey and professional level classification that functions with a high degree of independence to provide a broad range of highly responsible operations and maintenance activities to the District requiring the ability to coordinate multiple and concurrent activities independently while exercising discretion for confidential matters.

### **SUPERVISION RECEIVED AND EXERCISED**

This position reports to the Operations and Maintenance Manager and exercises direct supervision over technical and operations staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Recommend and implement District goals and objectives; establish performance standards and methods for the operation and maintenance of the District's wastewater conveyance system and the maintenance of District facilities and fleet; develop and implement policies, procedures and metrics.
- Evaluate operation and maintenance activities; implement improvements and modifications; prepare various reports on operation and maintenance activities.
- Direct and supervise safe and effective operations and maintenance of wastewater collection systems and staff.
- Supervise assigned employees including directing work, conducting performance evaluations, coordinating training, and implementing hiring, discipline and termination procedures.

- Collaborate with colleagues on District projects and development and implementation of policies and procedures.
- Manage activities associated with the District's facilities and fleet including building maintenance, landscape maintenance, contract administration, and fleet maintenance and replacement.
- Develop short and long-term operational and maintenance; develop specifications and Requests for Proposal; oversee the work of outside consultants and contractors.
- Supervise emergency response and customer calls for service; respond to emergency calls 24 hours per day, 7 days per week.
- Monitor changes in laws, regulations and technology that may affect assigned operations and ensure compliance with all applicable Federal, State, and local laws and statutes.
- Support the Operations and Maintenance Manager to ensure compliance with health and safety codes and OSHA regulations, and collaboratively drive continuous improvement of the District's safety culture and programs.
- Serve as an advisor to staff and management, provide technical expertise, training, and recommendations on day-to-day operations of programs designed to reduce risk, ensure workplace safety, and maintain facility security. Address employee questions and concerns on safe work practices and OSHA requirements.
- Work with the Operations and Maintenance Manager to conduct regular District Safety Committee meetings and, as assigned, take appropriate action on issues that are identified during the meetings.
- Work with management to conduct timely accident investigations; initiate appropriate follow-up action, including determining whether policies need to be revised or developed.
- Develop, implement, train, and enforce safety standard operating procedures.
- Ensure delivery of safety training for assigned staff.
- Utilize the Computerized Maintenance Management System (CMMS) to generate and complete work orders. Analyze data, prepare reports, and maintain updated asset inventory.
- Oversee emergency preparedness related to Department functions and participate in the review and maintenance of emergency response plans.
- Provide coaching and direction to Operations Supervisors in developing staff's performance goals and objectives.
- Demonstrate initiative and effective skills in troubleshooting, problem solving, and team building.
- Communicate status of work to executive management and staff as appropriate.
- Control and maintain inventory of assigned tools, equipment, and vehicles.
- Coordinate chemical root control service.
- Conduct regular meetings with all Collection System personnel.
- Participate in professional organizations; attend professional development training.
- Perform other duties as assigned.

## **REQUIREMENTS**

### **Knowledge**

- Principles of wastewater collection and conveyance systems, including best practices, procedures, methods, materials, tools, equipment, and supplies as applicable.
- Understanding and use of heavy equipment, vehicles, power tools, and hand tools utilized in the maintenance of District's wastewater collection system, pump stations, and related appurtenances.
- Safety regulations, standards, and procedures in wastewater collection system and pump station maintenance.
- Principles and practices of facilities and fleet management.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and procedures of emergency response preparedness.
- Proficient knowledge of the English language, both spoken and written.
- Mathematics and calculations used in construction and wastewater industry.
- Proficient knowledge of modern Computerized Maintenance Management System (CMMS) asset management software and other software related to wastewater operations.
- Standard office equipment, computers, and hardware and software.

### **Skills and Abilities**

- Supervising, training, and coordinating personnel.
- Effective verbal and written communication skills.
- Understanding and carrying out written and verbal directions.
- Proficient in the use of asset management software systems and other software related to wastewater operations, including maintaining work records, analyzing data, and preparing reports.
- Troubleshooting equipment malfunctions and problems.
- Reading and interpreting maps, construction drawings, and blueprints.
- Recognizing and mitigating hazards encountered in the course of work.
- Performing all tasks related to maintenance, cleaning, and repair of District's wastewater collection system and related appurtenances.
- Proficient in the use of field and office equipment, GPS, and standard office equipment and software.
- Adept at using good personal judgment and discretion; remaining calm in crisis, emergency, and/or other stressful situations, and using discretion when handling and disseminating sensitive information.
- Providing excellent customer service and emergency response.

## **Interpersonal Skills**

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Equivalent to graduation from high school supplemented by CWEA certification or courses in water/wastewater resources, project management, or a related field. A college degree is desirable.
- Three years of experience as a supervisor, preferably in water or wastewater operations.

### **Licensing, Certification, and Registration**

Possession of the following licensures, certifications, and/or registrations:

- Must possess a valid California Water Environmental Association (CWEA) certification at time of hire.
- Must be able to obtain a valid Collection System Maintenance Grade III issued by the California Water Environmental Association (CWEA) within 24 months of date of hire.
- Must possess and maintain a valid California Class C Driver's License and insurability under the District's vehicle liability insurance coverage.
- Possession of CWEA Collection System Maintenance Grade IV and/or Mechanical Technical Grade I is highly desirable.

Failure to maintain requirements may result in loss of employment.

## **PHYSICAL WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class typically require sitting at a desk, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, fingering, grasping, talking, hearing, seeing, distinguishing color, and repetitive motions.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

Very Heavy Work: Exerting in excess of 50 pounds of force occasionally.

Incumbents may be exposed to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, workspace restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

### **Pre-employment Requirements**

Possession of a CA Commercial Class "A" Drivers' License requires Department of Transportation drug testing and a physical examination.

FLSA Status: Exempt  
Employment Status: Unrepresented  
Approved by: Ross Valley Sanitary District Board of Directors  
Date: September 16, 2020  
Updated September 14, 2021