

CITY OF HEMET

Class Code: 2720

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Date Adopted: 4/25/2000

Date Last Revised: 12/27/2001

WATER/WASTEWATER SUPERINTENDENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under limited supervision, plan, administer, and manage the water and wastewater programs, functions, and activities.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following characteristics, duties, responsibilities, knowledge, skills, and other characteristics.

EXAMPLES OF DUTIES

Plan, develop, and manage the administration and operation of the water and wastewater division, including line repair and replacement, well programs, meter reading, and water quality.

Plan for system repairs and replacement of water lines, water service, new and replacement wells, sewer lines and manholes; assume lead role in planning water/wastewater infrastructure to accommodate population growth; monitor production and storage capacity to ensure compliance with federal and state standards.

Maintain system water quality and cross-connection control program; test cross-connection assemblies; oversee water well rehabilitation and replacement; provide customer service to water customers; oversee meter reading; respond to customer concerns regarding leaks, water quality, water conservation, and meters.

Serve as Public Works safety coordinator; maintain an employee safety training program; purchase safety equipment and train employees on proper use; ensure employees are appropriately certified.

Develop or participate in the development of division goals, objectives, policies, and procedures; recommend and implement improvements and efficiencies; develop and administer the division budget; monitor and approve expenditures; implement adjustments; prepare Council staff reports and make presentations as needed; stay current on new labor laws and regulations.

Hire, train, schedule, assign, monitor, and evaluate work of staff; provide for and/or conduct staff development; establish work methods and standards; initiate corrective and/or disciplinary action and respond to grievances and complaints.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Modern water and wastewater management principles and practices.
Local, state, and federal laws, regulations, policies, and procedures affecting water and wastewater.
Growth planning methods and techniques.
Water line repair and replacement, well programs, meter reading, and water quality.
Municipal budget preparation and control.
Principles and practices of supervision.
Project management principles and practices.

Skill in:

Interpreting and applying local, state, and federal laws, regulations, policies, and procedures.
Supervising, motivating, and evaluating staff.
Conducting research and preparing clear, concise, and comprehensive reports.
Understanding and applying regulations, procedures, and guidelines.
Working under pressure, handling day-to-day operational problems and tasks that arise simultaneously and/or unexpectedly.
Communicating effectively both orally and in writing.
Establishing and maintaining effective working relationships with other City employees and the public.

QUALIFICATIONS GUIDELINES

Graduation from high school or GED and five (5) years' progressively responsible water/wastewater experience in operations, distribution, construction, and maintenance, including three (3) years' supervisory experience, or an equivalent combination of education and experience.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

State of California Class "C" driver's license.
Department of Health Services Water Treatment Certificate Grade II.
Department of Health Services Water Distribution Certificate Grade III.