



CITY OF SANTA CRUZ
invites applications for the position of:
**Superintendent of Water
Distribution *Open &
Promotional**

SALARY: \$41.15 - \$55.68 Hourly
\$7,132.00 - \$9,652.00 Monthly

OPENING DATE: 09/29/16

CLOSING DATE: 10/20/16 05:00 PM

THE POSITION:



DMV printout must be submitted at time of application.

Recruitment # 17-037

Selection Timeline: (Note: The following process may be changed as deemed necessary by the Human Resources Director.)

1. Recruitment will close on Thursday 10/20. All application materials must be received by the Human Resources Department by 5:00 pm; postmarks are not accepted. To apply, submit:
 1. **Application**- online application preferred; paper application accepted. Resumes are not accepted in lieu of filling out application form completely.
 2. **Response to supplemental questions** - will be a primary tool in the evaluation of your qualifications for this position. Any work experience described here should also be included in your employment history on the main application.
 3. **A three year DMV driving record** printout (obtained within 30 days prior to recruitment closing date) scanned and attached to online application.
Note: DMV printouts obtained online (\$2.00) are not official documents and will not be accepted in lieu of official printouts. Official printouts (H6) are issued by a Department of Motor Vehicles office at a cost of \$5.00. Please refer to this link for information prior to obtaining your DMV printout: [Driving Record Printouts](#).
2. Week of 10/24 Applications will be competitively screened based on the minimum qualifications for this position. Notification will be sent to all applicants regarding status.
3. Week of 11/14 Top candidates will be scheduled for a selection interview or oral examination which may include a writing exercise.
4. If you receive a conditional job offer, you will be required to submit conviction information.

Under general direction, the Superintendent of Water Distribution manages the Water Distribution Division and is responsible for the maintenance, construction, and evaluation of water distribution systems. In addition, this classification develops, plans, organizes, and manages departmental projects and programs related to water distribution; serves as a technical resource for assigned staff; and ensures compliance with applicable federal and state health and environmental regulations and engineering standards.

TYPICAL DUTIES:

(May include, but are not limited to, those duties listed below.)

- Reviews division projects and establishes priorities for work crews involved in the construction, maintenance, and repair of water distribution systems and related pavement and sidewalk repairs; ensures quality of work, compliance with applicable regulations and standards and conformance with department plans and programs; regularly inspects work in progress and provides technical direction as needed.
- Ensures quality of work, compliance with applicable regulations and conformance with department plans and programs; regularly inspects work in progress and provides technical direction as needed.
- Identifies, plans, and manages capital improvement, construction, and maintenance projects to ensure timely and cost-efficient completion.
- Coordinates water maintenance and construction projects with other City departments, County Redevelopment, independent contractors, utility companies, customers, and agencies like the California Department of Fish & Game, United States Fish and Wildlife Service, National Marine Fisheries Service, State Parks, etc.
- Oversees and recommends employee selection; plans and directs staff training; administers and reviews performance evaluations; assists subordinate supervisors in supervisory tasks and the resolution of employee issues.
- Assists in long range planning for facility and equipment improvements and distribution enhancements.
- Develops and implements effective work programs, techniques and standard operating procedures; plans and directs training programs; coordinates the leak detection program.
- Develops, implements, and monitors safety programs for assigned division; provides safety and equipment training.
- Analyzes technical information related to water distribution issues and makes recommendations for action; implement corrective actions as required.
- Participates in the development of policies and procedures; recommends programs, projects, and work assignments to higher level Water Department personnel; assures compliance with applicable rules, policies, and procedures.
- Recommends procedural changes in distribution operations to improve efficiency and customer service; responds to public inquiries, investigates and resolves public complaints.
- Monitors computer control systems for maintenance status (SCADA) and security; evaluates work performed at water treatment facilities; takes corrective action when needed.
- Oversees and participates in the development of project budgets and the Water Distribution Section budget; forecasts necessary funds for staffing, materials and supplies; monitors and controls approved budgets; prepares cost estimates for water distribution system maintenance and repair activities.
- Makes recommendations for the acquisition of tools, equipment, supplies, and services; manages and negotiates the contract process for the purchase of distribution inventory, supplies, materials, tools, and parts; develops and maintains on-line division work order inventory control systems; implements and oversees the division's computerized maintenance management program.
- Responds to emergencies related to leaks or interruptions of service; establish and maintain on-call duty list.
- May act as staff to technical committees or commissions; may participate in community group meetings.

- Ensures that the distribution processes effectively meet Federal and State Water quality regulations and standards, and that distribution operators keep current with new developments in methods and technology.
- Prepares reports and maintains records.
- Establishes and maintains effective working relationships with other City departments, utility companies and the public.
- May be required to perform duties related to confined space entry and rescue.
- Performs other related duties as assigned.

WORKING CONDITIONS

Position requires prolonged sitting; standing and walking on level and uneven surfaces; working indoors and outdoors; reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard and hand tools. Additionally, the position requires near and far vision in reading written materials. Acute hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS:

Knowledge:

- Water distribution system construction methods and techniques, maintenance technology and applicable engineering standards.
- techniques, equipment, and materials used in the installation, maintenance, and repair of water mains, meters, valves, pumps, motors, hydrants, services, and related facilities.
- Water distribution operation, including piping, sources of supply, water quality, flushing, and disinfection.
- Functions and proper operations of typical water piping systems, valves, hydrants, pumps and controls.
- Principles and practices of workplace safety, including OSHA standards, occupational hazards and standard safety practices, safety principles related to traffic control, trenching and shoring, work in confined spaces, and safety procedures for operating equipment and power tools.
- CDPH regulations regarding operator certification, maintenance, repair, record-keeping, and reporting requirements.
- Water distribution mathematics, including water terms and definitions, water measurements, water pressure, formulas, and units and conversion factors, and basic mathematical principles, including fractions, decimals, proportions, measurements and basic algebraic formulas.
- Mechanical and hydraulic principles.
- Best management practices and regulations applicable to discharge of water to the environment related to main breaks, erosion control and storm water, planned system flushings, etc. as dictated by state agencies such as the California Department of Fish & Game, Air Quality Control Board, and the State Regional Water Quality Control Board, and from federal agencies such as the EPA, United States Fish and Wildlife Service, National Marine Fisheries Service, Regional Water Quality Control Board, and local agencies.
- Water-related electricity and the operating principles of pumps and motors.
- Techniques, equipment, and materials used in the maintenance and repair of streets and sidewalks after water main repairs.
- Knowledge of the operating principles and practices of pumps, motors, valves and related controls, and water-related electricity.
- Proper methods and techniques of water quality sampling and field testing.
- Computerized maintenance management systems.
- Principles and practices of supervision, motivation, appraisal, and training.
- Applicable laws, codes, and regulations.
- Office practices, methods and equipment, including a computer and applicable software.

- Principles and practices of project and program development, administration and evaluation including informal bid procedures and contract administration.
- Methods and techniques of budget administration and report preparation and writing.
- Methods and techniques of record keeping.

Skills:

- Read and interpret engineered plans, sketches, drawings, diagrams, construction markers, specifications, technical manuals, and regulations.
- Basic proficiency in Microsoft productivity software, including MS Word and EXCEL, and other database and web applications.

Abilities:

- Plan, manage, oversee, and direct water distribution system maintenance and construction.
- Effectively resolve complex technical and maintenance problems.
- Supervise, coordinate, and direct the work of subordinate staff and effectively and appropriately evaluate and discipline staff.
- Develop and implement effective training programs for assigned staff.
- Analyze administrative, operational, and organizational issues and evaluate alternatives and make sound decisions.
- Develop and implement long-range programs and goals for the improvement of operations and facilities.
- Develop and implement policies procedures and goals for assigned areas of responsibility.
- Interpret, explain, and apply applicable policies, procedures, laws, codes and regulations pertaining to water distribution operations.
- Develop and administer division and project budgets.
- Solicit informal bids and administer contracts for repair and installation of water mains and appurtenances.
- Recommend adjustments to standard operating procedures to improve effectiveness of operation and comply with regulatory changes.
- Act as a technical advisor to the Director and departmental staff.
- Utilize a computer for preparing reports and analyzing data;
- Maintain accurate records.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school degree or G.E.D., and
- Five years of experience in water distribution field operations, including three years experience supervising certified and technical personnel in a water distribution facility.
- Successful completion of City of Santa Cruz's Supervisory Training (2008 or later) program is accepted in lieu of some supervisory experience.

LICENSES/CERTIFICATES

- Possession of a valid California Class C driver's license and a safe driving record.
- Possession and continued maintenance of a Grade 5 Distribution Operator certificate issued by the California Department of Public Health.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofsantacruz.com>

Position #17-037
 SUPERINTENDENT OF WATER DISTRIBUTION *OPEN &
 PROMOTIONAL
 DM

OUR OFFICE IS LOCATED AT:

809 Center St., Room 6
Santa Cruz, CA 95060
831-420-5040
831-420-5046
HR@cityofsantacruz.com

Superintendent of Water Distribution *Open & Promotional Supplemental Questionnaire

- * 1. Do you possess a high school degree or equivalent?
 - Yes
 - No

- * 2. Required Attachment - All applicants, must attach to their application a recent (issued within 30 days prior to the final filing date), official, certified, true and attested three year driving record printout issued by the Department of Motor Vehicles. The printout (Form H6) can be obtained at the Department of Motor Vehicles, at the cost of \$5.00. DMV printouts obtained online (\$2.00) are not official documents and will not be accepted in lieu of official printouts. Please refer to this webpage for information prior to obtaining your DMV printout: <http://www.cityofsantacruz.com/departments/human-resources/employment-resources/driving-record-printouts> At minimum applicants with more than two moving violations or responsibility for more than two vehicle accidents in the past three years will be disqualified. Failure to submit a DMV printout will result in disqualification. I have scanned and attached my DMV printout:
 - Yes
 - No

- * 3. Required certification: Please attach your Grade 5 Distribution Operator certificate issued by the California Department of Public Health. I have attached my certification:
 - Yes No

- * 4. Please describe your experience in water distribution field operations.

- * 5. Please describe your experience supervising certified and technical personnel in a water distribution facility.

- * Required Question