



**CITY OF TORRANCE**  
invites applications for the position of:

## **WATER OPERATIONS SUPERINTENDENT**

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**SALARY:**

\$99,008.00 - \$146,265.60 Annually

**OPENING DATE:** 07/12/17

**CLOSING DATE:** 08/09/17 05:30 PM

**DESCRIPTION:**

**The City of Torrance is accepting applications for Water Operations Superintendent!**

This is a supervisory position in the City of Torrance Public Works Water Division and part of the Torrance Professional and Supervisory Employees Association. The Water Operations Superintendent currently oversees the Water Division Internship program and thirty-three (33) full-time employees.

Designated as the Chief Operations Officer, the **Water Operations Superintendent** plans, organizes, and supervises field operations, construction, repair, and maintenance of the Water Operations Division of the Public Works Department.

Under direction of the Public Works Director or Deputy Director, the **Water Operations Superintendent** is responsible for the overall supervision and control of water production, storage, treatment, the distribution system, system operations, maintenance, construction, water quality, and customer service; implements section objectives and work plans; develops training and safety programs; ensures compliance of service contracts; and performs related work as required.

Work is evaluated primarily on overall results with latitude in determining work methods and assignment requirements.

**HOURS:** This position operates on a 9/80 schedule and is subject to on-call and/or emergency callback.

For more information and a full job description, please visit  
<https://www.governmentjobs.com/careers/torranceca/classspecs/1134333>.

**MINIMUM QUALIFICATIONS:**

**Education and Experience**

*Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:*

Five (5) years of progressively responsible experience in water operations, including three (3) years in a supervisory capacity.

**License and/or Certificate**

*Must possess and maintain the following:*

- An appropriate, valid California driver's license;
- State of California Department of Health Services Water Treatment Plant Operator Certificate, Grade 3;
- State of California Department of Health Services Water Distribution Operator Certificate, Grade 5; and
- University of Southern California Cross Connection Control Institute Certificate.
- Possession of a Water Utility and Science Certificate is highly desirable.

Should the City's designation level as a Treatment or Distribution facility change, incumbents will be expected to attain the appropriate designation within 12 months of the notification by the State of California.

### **Ideal Candidate**

*In addition to the minimum qualifications, the ideal candidate will possess:*

- Knowledge of new trends and developments in the field of water treatment, production, and transmission and distribution;
- Strong management skills with the ability to lead a team;
- Strong personnel and financial management skills;
- Strong interpersonal skills; and
- Effective written and verbal communication skills with broad audiences, and strong report writing skills.

A Bachelor's degree is *highly desirable*.

### **HOW TO APPLY & EXAM PROCESS:**

Interested candidates must submit an online application and supplemental questionnaire at [www.TorranceCA.Gov/Jobs](http://www.TorranceCA.Gov/Jobs). The application filing period opens **Wednesday, July 12, 2017** and closes **Wednesday, August 9, 2017 at 5:30 p.m.**

Only those candidates who best meet the City and Department's needs will be invited to participate in the examination process, which will consist of the following components:

**Performance Exam - 60%** (*Tentatively scheduled on August 30, 2017*)

**Oral Interview - 40%** (*Tentatively scheduled on September 26, 2017*)

### **SPECIAL NOTES:**

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the exam dates.

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

*The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in this announcement may be modified or revoked without notice.*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.TorranceCA.Gov/Jobs>

Job #17075315  
 WATER OPERATIONS SUPERINTENDENT  
 JD

3231 Torrance Blvd.  
 Torrance, CA 90503  
 310-618-2915

[jobinfo@TorranceCA.Gov](mailto:jobinfo@TorranceCA.Gov)

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## WATER OPERATIONS SUPERINTENDENT Supplemental Questionnaire

- \* 1. Do you possess and maintain a current and valid class "C" California driver license?  
 Yes  
 No
- \* 2. Do you possess and maintain a current and valid California Department of Health Services Water Distribution license Grade D5?  
 Yes     No
- \* 3. Do you possess and maintain a current and valid California Department of Health Services Water Treatment license Grade T3 or higher?  
 Yes     No
- \* 4. Please indicate your years of experience in Water Operations. This experience must be reflected under work history at time of application.  
 No experience  
 Less than 1 year  
 1 to 2 years  
 3 to 4 years  
 5 years or more
- \* 5. How many years of full time experience do you have in a supervisory capacity ?  
 No experience  
 Less than 1 year  
 1 to 2 years  
 3 or more years
- \* 6. Please describe your work experience in Water Operations. Include your previous supervisory/lead role experience. Please include your job title, name of employer, the total number of employees under your supervision and the type of work you were supervising. If no experience, type "N/A"
- \* 7. What is your highest level of education completed?  
 High School Diploma or GED  
 Some College Coursework  
 Associate Degree  
 Bachelors Degree  
 Masters Degree or above
- \* 8. Do you possess and maintain a current and valid University of Southern California Cross Connection Control Institute Certificate?  
 Yes     No
- \* 9. Do you possess and maintain a Water Utility and Science Certificate?  
 Yes     No
- \* 10. Are you willing and able to work hours outside of the normal scheduled workday including after-hours, weekends and holidays, when needed?  
 Yes     No

## **WATER OPERATIONS SUPERINTENDENT Supplemental Questionnaire**

- \* 11. Are you willing and able to work emergency call-out situations, as required?  
 Yes    No
  
- \* 12. Please describe how you stay current on new trends and developments in the field of water treatment, production, and transmission and distribution.
  
- \* 13. Please describe your experience with employee management. Include examples of measuring and monitoring employee performance, interaction with employees and employee discipline. If no experience, type "N/A".
  
- \* Required Question