



Town of Oro Valley Classification Description

Title: **WATER DISTRIBUTION SUPERINTENDENT**

Job Code: 3530

FLSA Status: Exempt

Department: Water Utility

Salary Grade: 118

POSITION SUMMARY:

Under the general supervision of the Water Operations Manager, this position plans, organizes and directs those supervised in the Water Distribution section. Directs the operations and maintenance of the potable and reclaimed water distribution systems. Assists with, or supervises the Water Production & Meter Operations section as required or assigned. Manages day-to-day distribution system operations.

ESSENTIAL JOB FUNCTIONS:

- A. Responsible for the day to day supervision of assigned staff that operate and maintain the water distribution system and related components. Plans and directs the activities of those supervised.
- B. Advises, consults and provides information to the Water Operations Manager.
- C. Advises, consults and provides information to the Water Utility's Senior Management as requested.
- D. Ensures that assigned supervised staff comply with relevant Federal, State and Town statutes, ordinances, codes, rules and regulations relating to their respective position functions.
- E. Assists in the review of plan and specification development for projects related to the function of Water Operations Division.
- F. Prepares and submits weekly status reports to the Water Operations Manager; advises Water Operations Manager of work progress on a daily basis.
- G. Provides or oversees supervision and training of assigned staff; monitors staff certifications, mandated training and safety programs. Ensures proper utilization of equipment in accordance with training.
- H. Assists the Water Operations Manager with identifying and prioritizing Capital Improvement Projects (CIP) for the Water Distribution section.
- I. Assists the Water Operations Manager with determining, implementing and tracking Water Distributions annual budget to ensure that Water Distributions annual budget goals are achieved.
- J. Reviews and approves time reports of assigned supervisory staff.
- K. Participates in the recruitment, selection, training and development of the assigned staff.

- L. Prepares employee performance evaluations for assigned supervisory staff and assists supervisory staff with their assigned performance evaluations for submittal to the Water Operations Manager for review.
- M. Responsible for the reviewing and approving of requests for materials, supplies and equipment; verifies and maintains records on incoming and outgoing shipments.
- N. Responsible for the inventory system for Water Distribution; maintains inventory levels and ensures quality control.
- O. Communicates with the Water Operations Manager, department staff and the public to resolve issues, complaints, concerns or questions related to the activities of assigned staff.
- P. Plans and assigns work to Lead Operators who supervise installation, repair, and maintenance of water mains, service connections, valves, and hydrants.
- Q. Reviews progress of projects with Lead Operators and supervises the development of procedures to maintain or increase efficiency of maintenance work.
- R. Evaluates work progress records, efficiency of equipment and distribution components, and makes recommendations for improvements.
- S. Develops, supervises and participates in water distribution maintenance programs including ARV/PRV maintenance, fire hydrant repair and replacement, blue-staking, and valve exercising.
- T. Resolves operational, procedural and personnel problems.
- U. Reviews and evaluates maintenance programs and project performance and prepares reports and related data for compliance with applicable requirements.
- V. Inspects and ensures water distribution system is functioning properly.
- W. Provides technical assistance and operational recommendations to engineering, mapping, and other staff members for work related to new projects or existing distribution system improvements.
- X. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, ordinances, codes, rules and regulations governing Municipal Water Systems and Operations.
- Knowledge of Water Utility distribution system operations and maintenance.
- Knowledge of supervision principles and possession of strong leadership skills.
- Ability to be an active and positive contributing team member of the Water Utility.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Ability to consistently meet deadlines and complete projects and assignments.
- Skill in establishing and maintaining effective working relationships with staff, other Town departments and the general public.
- Excellent verbal and written communication skills.
- Knowledge of personal computer hardware, software and applicable database systems.
- Knowledge of the functions, operations and mechanics of water distribution equipment, materials and facilities.
- Knowledge of water chemistry, treatment and protection.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent with supplemental college courses and/or training.
- Five (5) years' experience in public water utility, including three (3) years at a supervisory level; **OR**
- An equivalent combination of education and experience.
- Must possess at the time of application and maintain a Grade IV Water Distribution certification issued by the Arizona Department of Environmental Quality and an Arizona driver license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.