



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

## **Water Superintendent**

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**SALARY:** \$51.25 - \$63.98 Hourly  
\$8,884.00 - \$11,090.00 Monthly

**DEPARTMENT:** Water and Power

**DIVISION:** Water and Power Management

**OPENING DATE:** 07/21/20

**DESCRIPTION:**

Under general direction, this position is responsible for the direct and indirect supervision of all water related systems. Plans, organizes and directs the daily operation of the Water Production, Water Treatment, Water Distribution System, Water Supply, Water Conservation and Water Maintenance areas. This position is responsible for assigning, directing and coordinating work among front line supervisory personnel. Directs and coordinates administrative activities as they relate to overall system activities.

Job Characteristics: Works a variety of hours, which may include early mornings, nights, weekends and holidays. Responds to emergency or water quality calls as required.

**EXAMPLES OF DUTIES:**

- Assist in the development and implementation of goals, objectives, policies and priorities.
- Plan, assign, schedule and supervise employees in the operation of the water system.
- Monitor the operating efficiency of the water treatment, supply, distribution, and water conservation systems.
- Respond to water system emergencies and is responsible for making field decisions to abate the same.
- Review and maintain records, prepare reports regarding the operation of the water system.
- Meet with architects, developers and planners to review plans and oversee construction and inspection of water facilities for private developments.
- Supervise, train, prepare and administer performance evaluations on subordinates.
- Budget preparation and administration of both operating and capitol improvement budget, and monitor the use of budget funds.
- Deal effectively with the public, other governmental organizations and regulatory agencies and contractors.
- Inspect job sites for proper safety practices, equipment, materials and installation practices.
- Inspect jobs in progress for compliance with State and City safety requirements with regard to appropriate personnel, equipment and procedural precautions.
- Prepare cost estimates and assist in development of projects and specifications.
- Make periodic inspections of systems facilities for proper operating conditions.
- Coordinate activities with other divisions within the City and act as a City liaison with community representatives and regulatory agencies.
- Plan improvements to the water system.
- Oversee the negotiation and execution of water rights lease/purchase activities.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water utility.

**TYPICAL QUALIFICATIONS:**

Knowledge of:

- The operations of pumps, electrical motors, piping, valves, clay valves, control systems, and

- related equipment common to water treatment distribution, supply and water conservation.
- Modern water treatment and distribution system methods and practices.
- Physical, chemical and bacteriological processes involved in the treatment, supply and distribution of water.
- Reclaimed water systems and cross connection issues.
- State of California Water Quality Requirements and reporting procedures.
- SCADA Systems.
- Principles of supervision, training and budgeting.
- Safe working practices.
- State and Federal laws, codes and regulations applicable to municipal utility operations.

Ability to:

- Plan, assign, schedule, and coordinate work of subordinates in all areas of a water system.
- Exercise good judgment in all situations.
- Prepare reports and communicate clearly and concisely, both orally and in writing.
- Make investigations and studies of work programs.
- Prepare routine and special reports.
- Operate a personal computer with proficiency in Microsoft Word and Excel and an aptitude to learn and become proficient with GIS and other software applications that pertain to backflow testing and water modeling.
- Supervise, train and evaluate subordinates.
- Develop and monitor complex capital and operating budgets.
- Identify water system needs and develop a cost-effective plan to meet needs identified.
- Establish and implement goals, objectives, procedures, and priorities.
- Sustain physical climbing, standing, lifting and walking.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell. May lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee occasionally works in outside weather conditions. The employee works near moving mechanical parts and is exposed to wet and/or humid conditions and vibration. The employee occasionally works in precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud in field settings, and moderately quiet in office settings.

**TRAINING AND EXPERIENCE:** Any combination of training and experience that would provide the required knowledge and abilities. A typical way to obtain these would be: Graduation from an accredited four year college or university with major work in sanitary, public health, biology, civil or chemical engineering, or closely related field. Five years of increasingly responsible experience in the operation and monitoring of water system facilities, including five years of supervisory experience. Possession of a valid Grade V Water Distribution Operator Certificate (D5), and a valid Grade II Water Treatment Operator Certificate (T2) issued by the State Water Resources Control Board (SWRCB) is required at time of appointment and throughout employment in this position.

A valid California driver's license is required.

### **SUPPLEMENTAL INFORMATION:**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://cerritos.us>

Position #FT012021  
 WATER SUPERINTENDENT  
 BD

18125 Bloomfield Ave.  
 Cerritos, CA 90703  
 (562) 860-0311

[human\\_resources@cerritos.us](mailto:human_resources@cerritos.us)

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## Water Superintendent Supplemental Questionnaire

\* 1. Why are you applying for this position?

\* 2. Do you currently possess a valid California Class C Driver's License?

Yes  No

\* 3. Possession of a valid Grade V Water Distribution Certificate (D5), and a valid Grade II Water Treatment Operator Certificate (T2) issued by the California State Water Resources Control Board (SWRCB) is required at time of appointment. Do you currently have the required certifications?

Yes  No

\* 4. Do you currently work Full-Time or Part-time?

Full-Time

Part-Time

N/A

Retired

\* 5. Please indicate your experience level as a supervisor:

0 - 1 years

1 - 2 years

3 - 4 years

4 - 5 years

5 or more years

\* Required Question