



CITY OF COLTON
invites applications for the position of:

Water & Wastewater Utilities Superintendent

SALARY:	\$55.90 - \$67.95 Hourly \$9,689.33 - \$11,777.43 Monthly \$116,272.00 - \$141,329.14 Annually
DEPARTMENT:	Public Works & Utility Services
DIVISION:	Water Utility
OPENING DATE:	08/17/22
CLOSING DATE:	09/17/22 11:59 PM
DEFINITION:	

The City of Colton has an immediate opening for a Water & Wastewater Utilities Superintendent! Employees in this Unit received a 1.5% Salary Increase effective 7/1/22.

DESCRIPTION:

Under the direction of the Assistant Director, performs a variety of duties associated with coordinating and managing staff responsible for the daily operations and maintenance activities of the Water, Wastewater and Collection Utilities. The Water and Wastewater Superintendent is also responsible for participating in legislative and regulatory activities pertaining to water supply and environmental compliance.

DISTINGUISHING CHARACTERISTICS:

The **Water & Wastewater Utilities Superintendent** is the management level class responsible for the administration, construction, installation, maintenance and repair of the Water, Wastewater, Collections and Storm Water Utility Divisions. This classification is distinguished from Supervisory classes in the Department in that this class is responsible for the implementation of water quality, water reclamation programs, sewer line and storm water maintenance and the administrative, budgetary, legislative and regulatory activities and development functions for these divisions.

SUPERVISION EXERCISED:

Exercises direct and functional supervision over professional, technical, clerical and volunteer staff.

ESSENTIAL FUNCTIONS:

EXAMPLES OF ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Accept management responsibility for activities, operations, maintenance and services of the Water, Wastewater, Collections and Storm Water Utility Divisions including budget, administration, staff development and operations.

- Establish divisional goals, objectives, policies and procedures in accordance with the department's and City's mission statement and goals.
- Direct Water Quality Specialists, Wastewater Operators and other professional staff in the application of State Water Quality requirements and procedures.
- Direct the development, implementation and maintenance of the Water, Wastewater, Collections and Storm Water facility upgrades, construction and renovation projects.
- Direct cost estimations and provide forecast of necessary funds for staffing, materials and supplies; discuss and resolve budget issues with appropriate staff; implement adjustments as necessary.
- Ensure compliance with local, State, and Federal agencies, standards and regulations; interpret policies and procedures established by all related regulatory agencies; prepare and submit reports to these agencies on an annual and monthly basis.
- Plan, coordinate and review the work plan for assigned projects and responsibilities which may include Water, Wastewater, Collections and Storm Water project management of construction and building projects, cost estimates, and program development; provide administrative and technical direction to divisional staff.
- Serve as a resource for Water, Wastewater, Collections and Storm Water Utility divisions; coordinate divisional activities with other divisions, departments, and organizations; provide information and resources to City officials, departments and other organizations.
- Provide staff assistance and technical support to the Water, Wastewater, Collections and Storm Water Division; hire, evaluate and take disciplinary action as necessary with division staff.
- Attend and participate in organizational and community meetings as necessary; stay current on issues relative to the field of water quality and water treatment; respond to and resolve community and organizational inquiries and complaints.
- Prepare and present staff reports and other necessary correspondence to appropriate boards, groups and/or committees.
- Attend meetings with the State Water Resources Control Board, Regional Water Quality Board, EPA and other legislative, regulatory and environmental bodies.
- Maintain prompt and regular attendance.
- Perform other related duties as required.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

A typical way to obtain this knowledge and abilities would be:

Education: A high school diploma or the equivalent is required, supplemented by college level coursework in water/wastewater management or a closely related field. A related Bachelor's Degree is desired.

AND

Experience: Seven (7) years of increasingly responsible experience in a municipal water and wastewater utilities or similar environment that includes a minimum of two (2) years of management or supervisory experience. Incumbent must also have a working knowledge of water and wastewater utility operations, contract administration, and budget and financial management.

SPECIAL REQUIREMENTS:

- Possession of a valid Class "C" State of California Driver's License and a good driving record.
- Possession of a State Water Resources Control Board Grade II Water Treatment Operator Certificate is required.
- Possession of a State Water Resources Control Board Grade V Water Distribution Operator Certificate is required.

Additional Requirements:

- Depending on the needs of the City, the incumbent of this classification may be required to maintain additional licenses or certificates and Continuing Education Units. The incumbent may be required to work outside the traditional work schedule. May be subject to call out/call back or stand-by scheduling.

ADDITIONAL INFORMATION:

Knowledge of:

Principles and practices for maintenance and repair procedures of activities related to public utilities. Applicable federal, state and local law, codes and regulations governing the administration of public works and public utility functions and activities; principles and practices of public administration, including budgeting, purchasing and the maintenance of public records. Organization and functions of an elected City Council. The City's personnel rules and policies; principles and practices of management and supervision. Operations and standard operating procedures of a municipal water and wastewater programs. Complex principles and practices of streets and parks, building or equipment maintenance. Principles and techniques involved in large-scale water supply systems operation including Federal and State guidelines and regulations. Principles of hydraulics and flow. Principles and techniques involved in water treatment system operation and maintenance. Methods used in the complex chemical, biological and bacteriological analysis of water chlorinating and disinfecting of potable water. Methods used in the complex chemical, biological and bacteriological analysis of water chlorinating and disinfecting of wastewater. Backflow and cross-connection principles and the operation of backflow devices. Methods and techniques of a water distribution facility and equipment installation, maintenance and repair. Methods and techniques of a collection system and facilities, equipment installation, maintenance and repair. Operation of computerized control systems (SCADA), telemetry systems, computers and other related equipment. Administrative procedures, budgeting and personnel management. Implementation of Maintenance Management Programs (MMPs) Modern office equipment, including computer and applicable software.

Ability to:

Effectively plan, schedule and direct the work of divisional staff. Coordinate diverse municipal water distribution operations. Develop, administer and monitor all budgetary aspects of Water, Wastewater, Collection and Storm Water Utility Divisions. Supervise, train and evaluate personnel. Read and correctly interpret construction drawings, specifications and plans. Interpret and implement City resolutions, ordinances, rules, policies, and regulations. Make calculations in the application of various chemicals. Operate a telemetry system. Communicate effectively both orally and in writing. Establish and maintain effective working relationships with City officials, staff and community representatives. Basic OSHA and Cal-OSHA safety regulations. Effectively operate a motor vehicle on City streets. Effectively utilize tools of the trade. Operate computer and applicable software.

Recruitment and Selection Process

The candidates with the most desired qualifications, and that best meet the city's needs will be invited to participate in the Oral Board Interview process. Candidates successful in this process will have their names certified to an eligibility list. This list is valid for one (1) year.

Disaster Service Worker Government Code Section 3100

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.coltonca.gov>

650 N. La Cadena Drive
Colton, CA 92324
(909) 370-5062

hrdept@coltonca.gov

Position #22/23-00023
WATER & WASTEWATER UTILITIES
SUPERINTENDENT
RH

Water & Wastewater Utilities Superintendent Supplemental Questionnaire

* 1. Do you possess a State Water Resources Control Board Grade V (5) Water Distribution Operator Certificate?

Yes No

- * 2. Do you possess a State Water Resources Control Board Grade II (2) Water Treatment Operator Certificate?
 Yes No

- * 3. Do you possess any other certifications other than what is required of the position? If so please indicate your certifications you possess and upload a copy of the certificate. If you do not possess any other certifications please type "N/A".

- * 4. How many years of progressively responsible experience do you possess in water and/or wastewater operations, or related experience?
 6 - 7 years
 7 - 8 years
 8 - 9 years
 9 + years
 n/a

- * 5. How many years of supervisory experience do you possess?
 1 - 2 years
 2 - 3 years
 3 + years
 n/a

- * 6. Please describe your experience, in detail, overseeing operations and supervising water and or wastewater facilities. Please indicated experience in municipal or public experience. List the agency, years of experience, your title, and in detail your experience. DO NOT type "See Resume". If you do not possess experience please type "N/A".

- * 7. Please describe your supervisory experience, including your experience in planning, directing, training and evaluating the work of assigned personnel. Indicate the agency, your title, size and level of the staff you supervised. If you do not possess any experience please type "N/A".

- * 8. Please describe your administrative experience including preparing reports, developing and monitoring budgets, and developing and implementing policies and procedures. Indicate the agency you worked for, title, and years of experience. If you do not possess experience please type "N/A".

- * Required Question