

City of Grass Valley  
JOB DESCRIPTION



**UTILITIES SUPERINTENDENT**

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**Department: Public Works Department**

**FLSA Status: Exempt**

**Reports To: Public Works Utilities Director/CTPO**

**Unit: 1, Full-time Position**

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**SUMMARY OF JOB PURPOSE**

Under general direction of the Public Works Utilities Director/CTPO, manages assigned operating divisions of the department of Public Works; to plan, implement, and carry out the department's maintenance programs; to direct, through subordinate supervisors and staff engaged in a wide variety of maintenance, operation, and repair activities; and to perform related work as required.

The Utilities Superintendent is responsible for carrying out the mission of the City and the Public Works department in conformance with departmental and City of Grass Valley organizational values.

Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Superintendent II classification for lack of maintaining the required certifications.

**SUPERVISION RECEIVED AND EXERCISED**

The Utilities Superintendent is a management level classification responsible for assisting the Public Works Utilities Director/CTPO in the day-to-day business of administering, directing, and supervising water and wastewater field crews.

This position receives general direction from the Public Works Utilities Director/CTPO and exercises direct supervision over assigned subordinate professional, field crews, technical and/or clerical staff, including recruiting, hiring, evaluating, and disciplining assigned personnel.

**ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)**

1. Plans, coordinates, and supervises work activities for assigned operations; participates in the development of the department's work plans; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work product, methods and procedures.
2. Assists in the development, planning and implementation of departmental goals and objectives; assists in the development and implementation of department policies and procedures.
3. Evaluate operations and activities of assigned departments; recommend improvements and modifications; prepare various reports on operations and activities.
4. Directs, plans, prioritizes, assigns, supervises, and reviews the work of subordinate staff

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in assigned functions and activities; monitors and evaluates work in progress to ensure compliance with goals and policies.

5. Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
6. Assists with supervision and coordination of all activities involving water- and wastewater-treatment divisions including but not limited ensuring compliance with SWRCB requirements, OSHA compliance, stormwater permits, spill containment, air permits, emergency action plans, site security and landscaping.
7. Participates in the selection of staff; recommends the appointment of subordinate personnel; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures, and reports same to Public Works Utilities Director/CTPO.
8. Orders and maintains inventory; oversees materials, services, and contracts relating to Public Works water and wastewater infrastructure.
9. Receives and responds to public inquiries, requests for assistance, and complaints regarding assigned water and wastewater activities; participates in public meetings, as necessary.
10. Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies, consultants, contractors, City management and staff, and the public.
11. Coordinates assigned division activities with those of other departments and outside agencies and organizations; provides staff assistance to the Public Works Utilities Director/CTPO; prepares and presents reports and other necessary correspondence.
12. Interprets meter and gauge readings and test results to determine and implement necessary actions.
13. Participates in the development and administration of the Public Works budgets; forecasts additional funds needed for staffing, equipment, materials and supplies for assigned activities; monitors and approves expenditures; implements midyear adjustments.
14. Conducts regular safety training sessions; confers with staff on injuries, accidents, and safety hazards.
15. Answers questions and provides information to the public; investigate complaints and implement corrective actions as necessary to resolve complaints.
16. Oversees the supervision, training, and appraisal of assigned staff.

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17. Assists in developing short- and long-term maintenance programs.
18. Assist with determining priorities and estimates labor, equipment, and material costs for special projects.
19. Performs general administrative work as required, including but not limited to preparing reports, logs, and correspondence; recording and entering data; utilizing phones, tablets, PCs, etc.
20. Supervises the use of specialized equipment for water and wastewater systems' maintenance, installation and repair.
21. Receives, creates, completes and assigns work orders for the maintenance, repair, or replacement of equipment and assets; supervises staff responsible for the maintenance, repair, and replacement of equipment and assets, including work performed by contracted personnel; prepares and reviews related documentation.
22. Supervises the daily operation and maintenance of assigned division(s) within the Public Works department.
23. Trains new employees in work operations and job safety.
24. Assists with reports for appropriate agencies; maintains records.
25. Responds to emergencies related to water and/or sewer systems.
26. Enters and works in a confined space; supervises confined space entries.
27. Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

1. Principles and practices for water and wastewater systems' installation, maintenance, repair, and risk management issues.
2. Equipment, tools, and materials used in water and wastewater systems' installation, maintenance, and repair.
3. Principles of supervision, training, and performance evaluations.
4. Principles of budget monitoring.
5. Principles and practices of safety management.

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6. Pertinent local, state and federal laws, ordinances, and rules.
7. Computers and software for use in work orders and recordkeeping.
8. Methods and techniques of contract negotiation and administration.
9. Methods and techniques of supervision, employee evaluation, training, and motivation.
10. Principles and practices of fiscal control, supervision, personnel administration, and management.
11. Applicable local, state, and federal laws, codes, and regulations.
12. Occupational hazards and standard safety practices.
13. Technical and operational characteristics of water systems.
14. Modern and complex equipment, principles and practices used for utility billing, data collection, and customer service.

**Skills in:**

1. Interpreting and complying with applicable guidelines, codes, ordinances, laws, and regulations issued by City, county, state, and federal agencies.
2. Inspecting assigned areas for a wide variety of maintenance, repair, and risk management issues.
3. Applying laws, regulations, codes and departmental policies.
4. Recognizing, prioritizing and accomplishing needed tasks.
5. Clear written and verbal communication.

**Ability to:**

1. Plan and organize efficient and effective work schedules.
2. Evaluate existing processes and procedures for improvement.
3. Read and interpret maps, sketches, drawings, specifications, and technical manuals.
4. Read, decipher, and understand plans for infrastructure components and pipelines.
5. Oversee contracts.
6. Represent the interests of the Public Works department in the community and at meetings, as required.
7. Administer budgets for assigned activities.
8. Operate computers, mobile devices, and related software programs, specifically software to assist in the operation of Public Works functions including purchasing, and work orders.
9. Gain cooperation through discussion, consensus building and persuasion.
10. Interpret, explain and apply applicable laws, codes and regulations.

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11. Read, interpret, and record data accurately.
12. Organize, prioritize, and follow up on work assignments.
13. Work independently and as part of a team.
14. Make sound decisions within established guidelines.
15. Follow written and oral instructions.
16. Observe safety principles and work in a safe manner.
17. Communicate clearly and concisely, both orally and in writing.
18. Establish and maintain effective working relationships.
19. Motivate employees to perform to the best of their abilities, evaluate employee job performance and initiate recognition and disciplinary procedures where appropriate.
20. Organize, implement and direct operations and activities of assigned division(s).

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

**PHYSICAL REQUIREMENTS**

1. Must be free from any physical, emotional, or mental condition which might adversely affect the ability to perform essential job duties.
2. While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces.
3. Must have a clear field of vision and adequate hearing while working around various types of construction equipment. May infrequently be required to climb a ladder.
4. Must be able to sit at a confined workstation for extended periods or work at a drafting table for extended periods while performing essential duties.
5. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use a telephone, and communicate through written means.
6. While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by

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this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The incumbent must be able to work in variable temperatures and weather conditions. Have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

**EDUCATION AND EXPERIENCE**

A typical way to obtain the knowledge and skills is:

1. High School Diploma or General Education Degree (GED) and two (2) years of experience performing duties comparable to those of a Senior Maintenance Worker or six (6) years of experience of a Maintenance Worker III; OR an equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities.
2. Two (2) years of experience in water distribution system maintenance, two (2) years' experience in sewer collection system maintenance OR equivalent experience that would provide the necessary knowledge, skills, and abilities.

**CERTIFICATES, LICENSES AND REGISTRATIONS**

1. Must have an acceptable driving record and maintain a Class B California driver's license.
2. Incumbents are required to have and maintain a California SWRCB Grade II certification as a Distribution Operator (D2) and obtain a California SWRCB Grade III Distribution Operator (D3) within twelve (12) months of hire.
3. Incumbents are required to have and maintain a California SWRCB Wastewater Grade II certification within twenty-four (24) months of hire.
4. Incumbents are required to have and maintain a California SWRCB Grade II certification as a Water Treatment Operator (T2) within twelve (12) months of hire.
5. Register with the State Water Resources Control Board as legally responsible official (LRO) to enter, certify, and submit data into the online sanitary sewer overflow (SSO) database on behalf of City of Grass Valley in accordance with Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003).
6. Possession of confined space entry supervisor certification.
7. Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Utilities Superintendent classification for lack of maintaining the required certifications and/or licenses.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and

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procedure manuals; effectively present information and respond to questions from managers, employees, and the general public.

**MATHEMATICAL SKILLS**

Ability to perform mathematical concepts such as: fractions, percentages, ratios, and proportions to practical situations; ability to work with mathematical concepts such as probability and statistical inference.

**REASONING ABILITY**

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The incumbent must be able to work in variable temperatures and weather conditions. Have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

**WORKING ENVIRONMENT**

While performing the duties of this job the incumbent is regularly exposed to outside elements of wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration, and steady level of loud noise.

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**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted:

Revised:

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