

WEST BAY SANITARY DISTRICT
JOB DESCRIPTION
MAINTENANCE SUPERINTENDENT

DEFINITION

Under general direction of the District Manager, this position directs the activities of Maintenance & Operation Department engaged in the maintenance and repair of the Sanitary Sewer Collection System and to do related work as required. Plans, organizes, and directs the operations and maintenance activities, establishes and implements a preventive maintenance program for the collection system to include inspection, cleaning, and repair of Collection System assets.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the District Manager.

Responsibilities include direct and indirect supervision of supervisory and technical personnel for assigned department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

1. Develop and implement goals, objectives, policies, and priorities.
2. Plan, organize, direct, supervise, review, and evaluate operations and assigned projects for the Maintenance & Operation Department.
3. Approve and direct implementation of specific activities, projects, plans, and procedures prepared by staff for the maintenance and operation of the sanitary sewer collection system.
4. Give instructions in proper work procedures, resolve work problems, interpret administrative policies, and determine the best approach to accomplish work objectives.
5. Plan, schedule, prepare, supervise, and monitor the departmental budget.
6. Mentors and supports staff members to carry out their responsibilities and assists staff members to work effectively with individual employees and teams.
7. Develop and implement systems and procedures for the repair, inspection, and maintenance of the sanitary sewer collection system including the sewer mains, pump stations, STEP and grinder systems, Flow Equalization Facility and other appurtenances of the collection system.
8. Coordinate activities with other District departments and divisions and with outside agencies, and respond to citizen's inquiries.
9. Prepare written and oral reports and supervise the maintenance of a variety of records and reports including the asset management database.
10. Select, supervise, train, and evaluate subordinates, including the equitable execution of the disciplinary procedures.
11. Develop and coordinate supervisory and technical training and development programs.
12. Implement an ongoing Health, Safety, and Wellness program.

13. Ensure that the District is in continuing compliance with applicable Federal, State and local laws and regulations, such as, but not limited to EEOC, SB198, WDR 2006-003, and ADA.
14. Through subordinates, direct staff in the daily operations of customer service response, lateral and main cleaning and inspection, main repairs, pumping systems, and USA marking services.
15. Plan, schedule, supervise, and monitor projects in the upgrading and maintenance of the District collection systems.
16. Review plans and specifications for facilities improvement, maintenance projects, and capital improvement projects in close coordination with the Projects Manager.
17. Supervision and implementation of the Sewer System Management Plan (SSMP). Plan requires implementation of action steps in the event of a Sewer System Overflow (SSO), implementation of required reporting requirements, and improved and increased maintenance of the sewer collection system to reduce SSO's.
18. Evaluate and prepare Maintenance performance reports for District Manager, and Board approval.
19. Represent the Department on SBSA Technical committees, BACWA committee, and Safety committee. Interacting and networking with agencies to ensure regulatory compliance of programs.
20. Assist the District Safety Officer in implementing SB198 (IIPP) guidelines. Maintain safety logs, coordinate safety meetings to include accident review and the processing of workers' compensation documents, and coordinate the scheduling of safety training.
21. Ensure compliance with applicable Federal, State, and County regulations.
22. Assign vehicles to operating programs, analyze level of usage and appropriate fleet size, develop efficient methods of equipment utilization, and manage purchase of vehicles and equipment.
23. Review operational records, mileage and maintenance records, and field inspections of equipment.
24. Determine the need for materials, supplies, and equipment and prepare specifications as necessary, to purchase equipment and supplies as needed.
25. Identify strategies and prepare long range systems improvement plans including budget forecasts.
26. Direct and monitor customer service functions and programs, such as courtesy cleaning of sewer laterals.

OTHER JOB RELATED DUTIES

1. Assume the duties and responsibilities of the District Manager in his/her absence, as assigned.
2. May serve as staff support to various commissions, boards, and committees.
3. Develop, test, and monitor the District's emergency response plan for the Maintenance & Operations Group and ensure timely response to events that may have negative impacts on District customers by ensuring the availability of trained staff to respond promptly to service requests 24 hours a day.

4. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Contemporary methods, techniques, principles, and practices of civil engineering and public administration, collection system maintenance and operations as applied to the construction and maintenance of utilities and facilities; technical inspection services, plan review, and customer service/education program.

- Principles of organization, administration, budget, financial, and personnel management.
- Purchasing procedures, cost control techniques and inventory techniques.
- Principles and procedures of emergency response preparedness.
- Safety practices and procedures including occupational hazards and standard safety precautions.
- Safe driving principles and practices.
- Applied computerization/automation.
- Materials, equipment, methods, procedures, and practices used in the design, construction, operation, maintenance, and repair of a sanitary sewer collection system.
- The methods and techniques of wastewater disposal and treatment and of the plant and equipment used in such work.
- The proper methods of maintaining related hydraulic and electrical equipment.
- The trades and crafts utilized in utility and street construction and maintenance work.

Ability to:

- Select, supervise, train, and evaluate subordinate personnel.
- Communicate clearly and concisely, both orally and in writing in English.
- Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work.
- Plan, communicate, delegate, and monitor a variety of concurrent projects. Prepare, maintain, and interpret records and reports.
- Evaluate operations and problems, recommend and implement efficiency and productivity improvements.
- Manage professional, managerial, technical staff and skilled workers.
- Prepare or assist with preparation and administration of a departmental budget including purchasing. Attend public meetings to explain and promote department programs and policies.

- Develop and administer a comprehensive utilities operation and maintenance program.

Skill to:

- Operate contemporary office equipment including computer systems. Operate a motor vehicle safely.

License or Certificate:

- Possession of, and the ability to maintain, valid Class “C” California Driver’s License.
- Possession of, or ability to obtain, and maintain, a California Water Environment Association Collection Systems Maintenance Operator’s certificate Grade IV, within one year of assignment.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Through completion of the twelfth grade or its equivalent accompanied by some college course work and seven years’ increasingly responsible experience in sewer maintenance, repair, construction, and rehabilitation work for a public wastewater collection system; three years’ experience must have been in a supervisory capacity, with at least two years at a level comparable to or higher than an Assistant Superintendent or Assistant Manager.

Training:

Equivalent to an Associate of Arts Degree from an accredited college or university with major course work in public or business administration, management, or a related field is preferred.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to drive to different sites. Ability to work in environments with some exposure to noise, the outdoors, and mechanical hazards. Ability to operate sewer cleaning equipment and remove manhole lids in the event of an emergency.

Employees of West Bay Sanitary District are by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the locale, or your own community.

Effective Date: August, 2010

Position Status: Unclassified, Exempt (Management Employee)



EMPLOYMENT APPLICATION

West Bay Sanitary District
500 Laurel Street
Menlo Park, California 94025-3486
(650) 321-0384 -- Office
(650) 321-4265 -- FAX

PLEASE NOTE:

- Use typewriter or print in ink. Applications that are not complete, not legible, or do not include information required shall not be considered.
- Completion of application is required even though a résumé is submitted.
- Applications MUST BE accompanied by a DMV report less than thirty (30) days old.
- Immigrations and Naturalization Service requirements must be met prior to hire.
- Keep the WBSD informed of changes of address.

Title of Position Applied for: _____

SOCIAL SECURITY NUMBER

____ - ____ - ____

PERSONAL HISTORY

Name _____
First Middle Initial Last Phone (8:00 am – 5:00 pm)

Address _____
Number / Street City State Zip Code

Have you been convicted of a crime at any time since your 18th birthday? Yes No

Include any felony or misdemeanor or any traffic violations for which the fine was \$50 or more, whether paid or suspended, and offenses of which you were convicted and placed on probation or any military court martial. You are not required to list a record which has been expunged or a conviction which is more than two years old for violation of Health and Safety Code Section 11357 (b) or (c) or Section 11360 (c) or Section 11364, 11365 or 11550, or a statutory predecessor of any of these sections, as they related to marijuana before January 1, 1976. Conviction of a crime is not an automatic bar to employment, but an untrue answer will disqualify you.

EDUCATION

Last High School Attended (Complete name and address)

Did you graduate? Yes No

Grade completed: (circle one) 9 10 11 12

If you attended under another name, please indicate:

NOTE: If instead of a High School Diploma you have a GED Certificate, submit a copy of your Certificate with the application.

Attendance

College (Complete name and address of all attended)	Major	Semester		Attendance	
		Units	Degree(s)	From	To

Additional Graduate Study, Professional, or Trade Schools (Names and Addresses)

Use this space for any additional comments on Education:

LICENSES

Valid California Drivers License Yes No _____
Number Class Expiration Date

Other Licenses or Certificates (Include type, number, applicable dates):



EMPLOYMENT REFERENCES

Applicant Name: _____

Position Applying for: _____

EMPLOYMENT REFERENCES

Name _____

Company _____

Relationship to Applicant
(e.g., Supervisor, co-worker, etc.) _____

Phone Number _____

Name _____

Company _____

Relationship to Applicant
(e.g., Supervisor, co-worker, etc.) _____

Phone Number _____

Name _____

Company _____

Relationship to Applicant
(e.g., Supervisor, co-worker, etc.) _____

Phone Number _____

PERSONAL REFERENCES

Name _____

Phone Number _____

Name _____

Phone Number _____



Serving Our Community Since 1902

500 Laurel Street, Menlo Park, California 94025-3486 (650) 321-0384 (650) 321-4265 FAX

In reply, please refer to our
File No.

APPLICANT'S STATEMENT & AGREEMENT

In the event of my employment to a position at the West Bay Sanitary District, I will comply with all rules and regulations of the District. I understand that the District reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination and a test for the presence of alcohol in my system, performed by a doctor selected by the District. Further, I understand that at any time after I am hired; the District may require me to submit to a physical examination and an alcohol test, to the extent permitted by law. I consent to the disclosure of the results of physical examinations and related tests to the District. I also understand that I may be required to take other tests such as personality and honesty tests, prior to employment and during my employment.

I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated.

I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application must be completed.

I understand and agree that, in connection with this application and at any time during my employment, the District may investigate my driving record and my criminal record. I further understand that the District may contact my previous employers and I authorize those employers to disclose to the District all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have against my former employers, their agents, employees and representatives, as well as other individuals who release information to the District and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide the District with pertinent information they may have regarding I myself. I hereby state that all the information that I provided on the attached application or any other documents filled out in connection with my employment, and in any interview, is true and correct. I have withheld nothing that would, if disclosed, affect my application unfavorably. I understand that if I am employed and any such information is later found to be false in any respect, I may be dismissed. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

If you, the applicant, have any questions regarding this statement, please ask a District representative before signing. **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT.**

I hereby acknowledge that I have read the above statements and understand the same.

Date: _____

Signature of Applicant



**REQUEST FOR YOUR OWN
DRIVER LICENSE/IDENTIFICATION CARD (DL/ID)**

VEHICLE/VESSEL REGISTRATION (VR) INFORMATION RECORD
OR
VEHICLE/VESSEL REGISTRATION (VR) INFORMATION RECORD
FEE: \$5.00 FOR EACH CURRENT RECORD

Write your DL/ID number or plate or VIN on the front or the back of your check.
**DO NOT COMPLETE THIS FORM UNLESS YOU ARE REQUESTING YOUR OWN DL/ID RECORD
OR YOU ARE THE CURRENT VR REGISTERED OWNER ON FILE WITH THE DEPARTMENT.**

REQUESTER'S INFORMATION PLEASE PRINT CLEARLY

FULL LEGAL NAME (FIRST, MI, LAST)
 ADDRESS
 CITY STATE ZIP CODE

CITY STATE ZIP CODE
 DAYTIME TELEPHONE ()
 SIGNATURE X DATE

Check box(es) for type of record(s) you are requesting.

- DRIVER LICENSE/ID RECORD (Complete boxes A & B)
- VEHICLE/VESSEL REGISTRATION RECORD (Complete boxes C & D)
- A. CALIF. DRIVER LICENSE/ID NUMBER
- C. CALIF. LICENSE/CF NUMBER
- B. BIRTH DATE (MM/DD/YYYY)
- D. VEHICLE/VESSEL ID NUMBER

DMV USE ONLY
 ID Verified by Cashier Line Date

This request may be presented in person to your local DMV office or mailed to DMV Headquarters:

Department of Motor Vehicles
 P. O. Box 944247 MS G199
 Sacramento, CA 94244-2470

Send information to: (Print your name and address clearly in the box.)

Complete if mailing.

NAME
ADDRESS
CITY STATE ZIP CODE

CUT ON LINE AND KEEP THIS PART FOR YOUR RECORDS



**REQUEST FOR YOUR OWN
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