



Tuolumne Utilities District  
Job Description

**CONSTRUCTION & MAINTENANCE SUPERINTENDENT**

POSITION:	Const/Maint Superintendent	DEPARTMENT:	Construction / Maint
REPORTS TO:	Operations Manager		
PAY RANGE:	48	DATE PREPARED:	July 2001
INCUMBENT:			

**General Description:**

Under the direction of the Operations Manager, plans, organizes, coordinates, and supervises the construction, maintenance and repair of water and wastewater distribution, collection, treatment and disposal systems and facilities; supervises and assists individual employees and crews in performing a variety of construction, maintenance, replacement and repair projects; reads and interprets contracts, specifications, details and plans; trains, or assists in training, subordinates; assists in the preparation of the annual budget for the department; and performs other related work as required.

**Essential Functions:** - *Essential responsibilities and duties may include, but are not limited to, the following:*

- Supervises and participates as an active, working member of the construction maintenance crew.
- Meets with the Operations Manager and other supervisors on a regular basis to discuss department activities, work assignments, progress, and planning.
- Plans and implements daily work schedules, ensuring that equipment and materials are available.
- Identifies training requirements for the department and makes recommendations to the Operations Manager.
- Assists in the installation, maintenance, repair, cleaning, and flushing of water and wastewater pipelines and other system facilities.
- Assists in the development and administration of the department annual budget.
- Insures compliance with District and governmental safety policies, procedures, and regulations.
- Operates pneumatic tools, compressors, jack hammers, tampers, and similar equipment.
- Reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities.
- Enforces safety requirements and regulations in conformance with District's safety program.
- Evaluates the performance of department staff, counsels employees, makes recommendations of disciplinary action to the Operations Manager.
- Supervises the care and maintenance of tools and equipment.
- Resolves employee grievances and work disputes prior to formal grievance procedure.

**Qualification Requirements:**

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

### Knowledge of:

- Procedures, materials, tools, and equipment used in the repair, replacement and construction of water and wastewater systems and facilities.
- Uses, purposes and maintenance of hand and power tools.
- Operation of, and use of, a wide variety of light, moderately heavy, and heavy power-driven equipment.
- Principles of supervision and training.
- Operation and application of Microsoft word processing and spreadsheet software applications.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- Safe work methods and safety precautions as related to the job.

### Ability to:

- Perform a variety of skilled and semi-skilled tasks in general construction, repair, and maintenance activities.
- Operate equipment used in the performance of the more complex tasks involved in the installation, maintenance and repair of water and wastewater pipelines and facilities.
- Troubleshoot leak locations and adjust, repair or remedy such defects of malfunctions.
- Perform strenuous manual labor, often under adverse weather conditions.
- Read road maps, system diagrams, instructions, work orders, safety and operation manuals, letters, reports, memos, and messages.
- Supervise, train and evaluate staff.
- Provide technical advice and recommendations on construction, maintenance and operation activities.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and transcribe numbers accurately.
- Write memos and messages; fill out forms, reports, and documents.
- Understand and carry out written and oral instructions.
- Communicate all hand signals related to construction operations.
- Maintain clean and orderly work environment.

### **Physical Demands:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members and the public; sit and stand for extended periods of time; walk, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments; lift, push, pull and carry up to 75 lbs.; kneel, stoop, bend, squat, use hands to finger, handle, or feel objects, tools and controls, and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**Work Environment:**

*The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Outside: Drives a vehicle and performs assigned duties in a variety of weather conditions ranging from snow to 100°F.
- Inside: Seldom works indoors in a temperature-controlled environment.
- Fumes/Gasses: Exposure to various vapors from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals and waste treatment and collection.
- Noise/Vibration: Moderate exposure to noise, and moderate vibration from tools and equipment.

**Other Requirements:**

**Education/Certification:**

- High school diploma or general education degree (GED)
- Must possess a valid Class A California driver’s license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.
- Must possess a current California Water Distribution Operator, Grade 4 Certification

**Experience:**

Ten years of increasingly responsible experience in underground and above ground construction, working on installation, testing, maintenance and repair of pipelines and facilities, including four years of supervision.

**Special Testing:**

Drug/Alcohol Testing: This position is subject to drug and alcohol testing requirements of the Omnibus Transportation Employee Testing Act of 1991, under the administration of the Federal Department of Transportation.

**Work Hours:**

7:00 a.m. to 3:30 p.m., Monday through Friday. Subject to change as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required.

I have reviewed and agree to abide by any position requirements.			
_____	_____	_____	_____
Supervisor’s Signature	Date	Employee’s signature	Date
Approved by General Manager:    Approval Date: ____ / ____ / ____			