



Internal/External Employment Opportunity

JOB TITLE: Superintendent of Operations

JOB STATUS: Exempt

PAY RANGE: \$8,473.80 – \$11,641.26 per month, dependent upon qualifications

CLOSING DATE: 5:00 p.m. on Friday, July 10, 2015

DUTIES: Under the direction of the Assistant Director of Operations, plans, organizes, directs, and manages the work of all or specific departments in the Operations Division including: Collections, Electrical, Stations, Streets, Support Services and/or Water Distribution in order to effectively operate and maintain the District's potable water distribution, recycled water distribution and wastewater collection systems. Plan, organize, and direct, through subordinates, the activities of the Operations Department. These activities include asset based operation and maintenance and assistance with capital improvement planning and execution for potable water, recycled water and wastewater infrastructure. Make decisions regarding hiring, discipline, and promotion of subordinates; review performance appraisals prepared by subordinates; monitor and rate performance of subordinate staff; provide feedback and counseling relative to personnel issues; exercise authority for Department personnel actions consistent with District policies and other applicable rules and regulations; develop subordinates through delegation of authority; encourage professional growth and ensure certification for staff is obtained and maintained pursuant to District policies. Make budget recommendations, manage the preparation of the Department's budget and monitor budget versus actual expenses throughout the year; participate in the development of District goals and objectives; establish department goals and objectives that are consistent with District policy.

QUALIFICATIONS: A high school diploma or equivalent. Minimum of ten years of experience in water and sewer works operations and maintenance, with five of the ten years being in a supervisory capacity. Possession of the State Water Resources Control Board Water Distribution Operator Grade 3 (D3) Certificate, or ability to obtain within one year of job placement. Possession of the California Water Environment Association (CWEA) Collection System Maintenance Grade 2 Certificate, or ability to obtain within one year of job placement. Possession of the Certified Occupational Safety Specialist (COSS) certificate, or ability to obtain within one year of job placement. Strong leadership capabilities. Must maintain a valid California driver's license and a safe driving record.

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PHYSICAL

REQUIREMENTS:

Position requires the ability to work in a field maintenance environment with the ability to carry, push, pull, reach, and lift equipment and parts weighing up to 40 pounds; must be able to stoop, kneel, crouch, crawl, and climb during field maintenance and repair work, and be able to work in an environment that could produce exposure to dust, dirt, and significant temperature changes; must be able to stand and walk for extended time periods; must have hearing, vision, and eye-hand coordination sufficient to operate equipment and maintain good awareness during maintenance and repair jobs; must be able to communicate effectively with the District's Board of Directors, management, staff and customers.

APPLICATION

PROCEDURE:

Please submit a completed and signed employment application from the District's website (www.mnwd.com) along with a resume to the Human Resources Department by 5:00 p.m. on Friday, July 10, 2015, to be considered in the first review of applicants. A resume will not be accepted without a completed and signed application.