



## **Town of Hillsborough Positions Descriptions Assistant Superintendent**

Department: Public Works  
FLSA Status: Non-exempt

Bargaining Unit: Unrepresented  
Revision Date: 08/03/00

---

### **GENERAL PURPOSE**

Under general supervision, performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of City water systems and facilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Plans, schedules and implements maintenance, operation and construction activities designed to provide quality water service for the city;
- Supervises, requests, controls the use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of utility infrastructure;
- Inspects and supervises the repair of booster pumping stations, reservoirs, meters and other water system components at frequent intervals to insure that all aspects of the systems are functioning properly;
- Supervises, instructs and assists assigned crews in installing new water lines, installing and relocating meters and maintaining the existing water supply and distribution systems;
- Supervises the location of water, stormdrain and sewer lines from the appropriate sources prior to excavation and informs crew of such locations;
- Responds to complaints regarding water problems and takes appropriate actions;
- Insures the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools after use;
- Oversees the safety of maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress;
- Provides recommendations regarding capital and equipment purchases;
- Operates a variety of power construction and maintenance equipment and vehicles.

### **DESIRED MINIMUM QUALIFICATIONS**

Graduation from high school education or GED equivalent, a valid California Class C Drivers License and five (5) years of experience relating to the construction, repair and maintenance of water supply and distribution systems including the operation of related maintenance equipment, or any equivalent combination of education and experience. Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems; pipe installation, connection and repair. Skill in operation of hand tools, power tools and heavy equipment. Ability to guide, direct and motivate employees; organize and supervise the activities of various crews performing construction and maintenance work; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, and the public.

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_