



**ASSISTANT CONSTRUCTION SUPERINTENDENT**  
**Construction Department**

**Range: 53 (Exempt)**  
**Salary:**

**JOB DEFINITION:** Under general supervision, to plan, coordinate and supervise the construction and maintenance of water service, wastewater collection and recycled water distribution facilities and the activities of the construction personnel; and to do related work as assigned by the Construction Superintendent.

**SUPERVISOR:** Construction Superintendent

**REPORTS TO:** Construction Superintendent

**DISTINGUISHED FROM LOWER RANGE POSITION(S):**

This is a supervisory position within the Construction Department. In order to advance to the position of an Assistant Construction Superintendent, an employee will be required to (1) acquire the necessary certification; (2) have working experience and knowledge in all levels of the Construction Department and (3) have professional training with respect to both construction related activities as well as supervisory level training in personnel/behavioral related issues.

**EXAMPLE OF DUTIES:**

Assists the Construction Superintendent in a variety of tasks including, but not limited to: directing work crews involved in the installation and maintenance of water mains, fire hydrants, domestic water service, water meters, and other water utility facilities; directing the maintenance of wastewater collection and reclaimed water distribution facilities; oversees sewer cleaning and repairs; evaluation of emergency situations and subsequent assignment of crews to remedy problems; assigning crews to perform routine maintenance on Agency facilities; maintains records of maintenance and construction work performed; schedules crews for daily work; maintains vacation schedules and payroll records for field employees; prepares maps for jobs to be performed by Agency crews; makes arrangements for work to be performed by various contractors and sub-contractors in conjunction with construction jobs not being performed by Agency personnel; may be assigned to meet with contractors or developers to assist in the planning for proper installation of water facilities; oversees the maintenance of the Agency vehicle and equipment fleet; responsible for oversight of the warehouse and meter shop functions and the related backflow and cross connection prevention program; holds periodic staff meetings and instructs staff in proper safety procedures; evaluation of each member of the Construction Department on an annual basis for the determination of work performance in conjunction with potential merit raises or promotions; works with the Construction Superintendent in the preparation of the annual departmental budget; is on 24-hour emergency call and assists with the oversight of the Agency's emergency standby program and scheduling; assists with security alarm stand-by for 3 months each year; maintains records and regulatory compliance for California Environmental Protection Agency Air Resources Board, California Highway Patrol Biennial Inspection of Terminals (BIT) Program and South Coast Air Quality Management District.

**QUALIFICATIONS:**

**Schooling:** High School Diploma or G.E.D.

**Certification(s): State of California Health Department Certification:**

- 1. Water Treatment Operator Grade T-2 Certification**
- 2. Water Distribution Grade D-4 Certification**
- 3. Traffic Control Certification**
- 4. "Competent Person Training"**
  - Backflow Testing/Repair/Installation Certification may be required

## QUALIFICATIONS (Continued):

**Experience:** Five years of experience in construction and maintenance work for a water agency or some water related utility, including responsibility for assigning crews, directing construction projects, and coordinating work schedules.

**License(s):** Possession of a valid Drivers' License issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

**Knowledge of:** Water distribution, wastewater collection and recycled water distribution facilities, including mains, service lines, hydrants, meters, and valves; pipe laying and fitting, concrete work, water meter and valve installation, and general maintenance work; the use and operation of a variety of hand tools, power equipment, and vehicles commonly used in water service maintenance and construction; relevant safety precautions and procedures; principles of effective supervision and training; work scheduling and project coordination practices; various skills needed to plan, supervise and complete a variety of construction and maintenance projects.

**Ability:** Direct the installation and maintenance of water distribution facilities; train crew members in relevant safety precautions and procedures; assign crews and schedule work on various construction and maintenance projects being performed simultaneously; estimate time and materials needed to complete a variety of projects; read and interpret plans and blueprints; understand and carry out complex technical instructions; establish and maintain cooperative working relationships with Agency personnel, members of the public, contractors, vendors, etc., resolve issues of contention or administer disciplinary action as is required and appropriate.

## PHYSICAL REQUIREMENTS:

**Climbing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Going up and down ladders, getting into large vehicles, climbing into/out of trenches, etc.

**Bending:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Performing repairs, facility installations, etc.

**Digging:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Services, trenches, valve locations, service relocations, meter sets, pot-holing, etc.

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Driving or riding in vehicles, working at desk

**Standing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Standing on pavement, dirt, concrete at work sites or in Agency facilities

**Repetitive motion:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Operation of hand tools, driving, use of computer keyboard

**Respiratory (requiring use of respirator or face mask)**  yes  no

Examples: When entering reservoirs, overseeing work such as sandblasting, painting, etc.

## WORK ENVIRONMENT:

Generally, work is performed outdoors and will take place in all weather conditions, including extreme heat in excess of 110°; work also occurs within the Agency Operations Center or outlying Agency facilities.

I have reviewed this Job Description with my Supervisor and received a copy.

---

Employee Signature

Date

---

Supervisor Signature

Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***