Position Announcement

Skagit PUD is seeking a Construction Superintendent. Position will be responsible for management and leadership of the Construction Division in the administration, functionality and recordkeeping of water system maintenance, repairs, and replacements. This position reports directly to the Engineering Manager.

The Construction Superintendent will:

- Coordinate labor, materials & equipment for the maintenance, repair & replacement of each water system.
- Ensure timely repair of main & water service line equipment, meters, valves, fire hydrants and other equipment.
- Conduct investigation into customer inquiries regarding leaks & other issues.
- Supervise, mentor and train subordinate personnel in safe & efficient work practices.
- Ensure on-call response to emergency situations & service restoration.
- Ensure service interruptions are coordinated with customers and other departments with sufficient advance notice.
- Ensure accurate and useful documentation and reporting of system activity and water use following all construction work.
- Participate in fiscal management and the planning of district activities.
- Maintain a spirit of professionalism, mutual respect, and cooperation with other employees and departments.
- At all times, promote an environment where employees work safely, and maintain a working knowledge of and comply with District safety procedures and all state and federal safety requirements.

- Other related duties as required.

Qualifications:

- High School diploma/GED required.
- Bachelor’s degree in Construction Management or related field preferred.
- At least ten (10) years of experience preferred in the field of water systems construction, appropriate construction methods, operations, maintenance and personnel supervision.
- Ability to read and interpret technical and operational manuals, documents, diagrams & blueprints.
- Good organizational, public relations and mathematical skills.

Grade 11 Salary Range: $4,571 to $8,481 per month, with starting salary based on qualifications.

Application Procedure:
Please submit:
1. A completed District employment application form
2. A resume & cover letter

Please be prepared to provide three professional references (include names, position titles, telephone numbers, and e-mail addresses.)

Position will remain open until filled. Application review will begin on Monday, November 3, 2014. Submissions are encouraged prior to that date to ensure consideration. Packets should be submitted to:

Kathleen White, HR Manager
Skagit PUD
1415 Freeway Drive, P.O. Box 1436
Mount Vernon, WA 98273-1436
email: white@skagitpud.org

The successful candidate must provide documentation of U.S. citizenship or lawful authorization to work in the U.S.
JOB TITLE: Construction Superintendent

INCUMBENT: Vacant

REPORTS TO: Engineering Manager

DATE: Oct. 2014

GRADE: 11

FLSA: Exempt

**POSITION PURPOSE**

Reporting to the Engineering Manager, the Construction Superintendent is responsible for managing the Construction Division to maintain and construct the District’s infrastructure.

<table>
<thead>
<tr>
<th>No.</th>
<th>JOB RESPONSIBILITIES</th>
<th>% of Time</th>
<th>EF</th>
<th>SF</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Provide management and leadership of the Construction Division in the overall administration, functionality and recordkeeping of water system maintenance, repairs, and replacements. Activities include:</td>
<td>65</td>
<td>X</td>
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<tr>
<td></td>
<td>√ Coordinate labor, materials and equipment required for the maintenance, repair, and replacement of each water system.</td>
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<td>√ Ensure timely repair of main and water service line equipment, meters, valves, fire hydrants, and other equipment or appurtenances.</td>
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<td>√ Ensure suitable site restoration in a timely manner, in coordination with permit agencies.</td>
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<td></td>
<td>√ Conduct initial investigation into customer inquiries regarding leaks, breaks or other issues.</td>
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<td></td>
<td>√ Supervise, mentor and train subordinate personnel to provide optimum safe performance and efficient work practices.</td>
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<td></td>
<td>√ Ensure service interruptions are coordinated with Customer Service Department, providing sufficient advance notice to customers.</td>
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<td></td>
<td>√ Ensure on-call response to emergency situations and restoration of service.</td>
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<td></td>
<td>√ Ensure employee adherence to state and federal safety policies and District initiatives.</td>
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</table>
## JOB RESPONSIBILITIES

<table>
<thead>
<tr>
<th>No.</th>
<th>JOB RESPONSIBILITIES</th>
<th>% of Time</th>
<th>EF</th>
<th>SF</th>
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</thead>
</table>
| 2   | Coordinate with District staff to provide fiscal management of activities, including the following:  
√ Participate in the preparation of budgets for individual projects and activities.  
√ Review and administer the annual budget for the Construction Division. | 20 | X |
| 3   | Participate in the planning of District activities, including the following:  
√ Review and comment on plans for water system maintenance/repair/extension projects.  
√ Coordinate with the Engineering Department, Distribution Department, and outside firms, as appropriate, regarding current and future repair, heavy maintenance, replacement, and extension of the District’s water systems.  
√ Participate in discussions regarding District policy.  
√ Assist with interpretation and/or revisions to District policy, practices, procedures and Water Code.  
√ Assist in and coordinate with emergency response activities. | 10 | X |
| 4   | Other related duties as assigned. | 5 | X |

**Education:**
- High School diploma/GED required.
- Bachelor’s degree in Construction Management or related field preferred.

**Certification/Licensing:**
- A valid Washington State driver’s license.
- Must obtain a Water Distribution Manager 2 (WDM2) certification within one (1) year.

**Experience:**
Ten (10) years of experience preferred in the field of water systems construction, appropriate construction methods, operations, maintenance and personnel supervision.

**Other Knowledge, Skills & Abilities:**
- Knowledge of complex engineering theories and principles, as they relate to water hydraulics and civil design and construction for a large complex water utility.
- Knowledge of jobsite organization to facilitate safe and efficient workflow.
- Knowledge of the methods, equipment, tools, and standard practices for water system construction and maintenance.
Knowledge of personal computers and MS Office, and experience with computer applications related to AutoCAD and GIS.

Ability to research engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports; and

Ability to read and interpret written information effectively.

Ability to effectively prioritize and plan work activities.

Ability to develop creative and innovative alternative solutions, approaches and ideas.

Ability to read and interpret technical and operational manuals, documents, diagrams and blueprints.

Ability to work effectively and independently in accordance with District and Department of Health standards

Ability to maintain high self-motivation and a positive work environment.

Excellent personnel management and communication skills, both verbally and in writing.

Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone

Demonstrates a level of proficiency in using a variety of software, hardware and technology based tools. Embraces and champions new technology and supports others in learning and accepting the related changes in processes and activities.

Competent in managing stressful or sensitive negotiations with tact and diplomacy.

**Level of Decision Making & Job Complexity:** The incumbent will assist in the development of water system construction and maintenance programs and evaluate the daily progress of work, and the efficiency of equipment and facilities. The incumbent will be subject to general supervision, and will be dealing with a wide diversity of complex work situations. The position requires a high degree of independent judgement and decision making. Although much of the day-to-day activity is routine, the position is critical in the effective response to distribution failures, and hence the reliability of the system.

**Number and Titles of All Persons Supervised:**
Directly: 13 Construction / Maintenance Workers (union)

**Safety Requirements:** The District promotes an environment where employees think safe and work safe. The incumbent is required to maintain a working knowledge and comply with District safety procedures and specific safety requirements of this position in accordance with applicable provisions of the Washington Industrial Safety & Health Act.

**Language Requirement:** Candidate must be proficient in reading, writing and speaking English.

**Working Conditions and Physical Requirements:**
See attached.
The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
Physical Requirements Analysis

for the position of: Construction Superintendent

Please check those activities that are essential functions of the position:

1. Body Movements

<table>
<thead>
<tr>
<th>Activity</th>
<th>None</th>
<th>Occasional</th>
<th>Frequently</th>
<th>Very Freq.</th>
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</thead>
<tbody>
<tr>
<td>Sitting</td>
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<tr>
<td>Standing</td>
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<tr>
<td>Walking</td>
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<tr>
<td>Balancing</td>
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<td></td>
</tr>
<tr>
<td>Lifting weight</td>
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<tr>
<td>Lifting frequency</td>
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<tr>
<td>Bending/kneeling</td>
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<tr>
<td>Reaching overhead</td>
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<tr>
<td>Pushing/pulling</td>
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</tr>
<tr>
<td>Crawling</td>
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<tr>
<td>Climbing ladders</td>
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<td></td>
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<tr>
<td>Climbing stairs</td>
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<tr>
<td>Twisting</td>
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<tr>
<td>Gripping</td>
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<tr>
<td>Driving</td>
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</table>

2. Repetitive Hand Motion

Occasional = 2 hours/day; frequently = up to 4 hours/day

<table>
<thead>
<tr>
<th>Activity</th>
<th>Occasional</th>
<th>Frequently</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboarding/typing</td>
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<td></td>
</tr>
<tr>
<td>Gripping/clicking mouse</td>
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<tr>
<td>Collating/filing</td>
<td></td>
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<tr>
<td>Telephone</td>
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</tbody>
</table>

3. Seeing, Talking, Hearing

- Exact color perception
- Accurate depth perception
- Close vision
- Distance vision
- Ability to hear emergency communications and commands
- Ability to communicate verbally in English and Spanish

4. Physical Environment/Hazards

- Ladders
- Excavation/trenching
- Confined spaces
- Electrical
- Paint/lacquer
- Solvents
- Outdoor temperatures
- Temperature controlled office setting
- Natural light
- Artificial light

5. Machine Operations

- Automobile
- Truck
- Forklift

- Excavation machinery such as excavator backhoe, saws, generator, compressor, cutting torch, jack hammer, mobile crane, chainsaw, etc.

- Construction machinery such as mill/lathe, brake, pipe threader, pipe bender, saws, compactors, mobile crane, asphalt paver, compressor, cutting torch, generator, etc.

- Office machines such as computers, copiers, postage machines, fax, telephones, etc.