

GOLETA WEST SANITATION DISTRICT JOB DESCRIPTION

Position: Operations and Maintenance Superintendent

Reports to: General Manager

Supervises: District Employees

Salary Range: \$165,000 - \$200,000 / Annually

Date: December 2025

POSITION OVERVIEW

The Superintendent is responsible for directing the maintenance and repair of the District's sanitary sewer collection system, pump stations, facilities, and vehicles under the general direction of the General Manager. This role involves planning, organizing, and overseeing operations and maintenance activities, as well as establishing and implementing a preventive maintenance program, while ensuring compliance with state, regional, and local regulations. The Superintendent also assists with emergency response planning and supports the General Manager in the leadership and administration of District operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under the direction of the General Manager, plans, organizes, directs, and evaluates District's operations and maintenance projects.
- Develops and implements operational goals, policies, and procedures for maintenance and operations of the sewer collection system, pump stations, meters, facilities, and vehicles.
- Directs daily field operations, including customer service response, sewer line cleaning and inspections and repairs.
- Manages District wastewater conveyance facilities, including pump stations, collection system and force mains.
- Manages contracts and coordination with outside agencies, vendors, and contractors.
- Establishes and maintains Standard Operating Procedures (SOPs) and staff training programs.
- Supervises, mentors, trains, and evaluates assigned staff; supports performance management and professional development.
- Assists with preparation, implementation, and monitoring of the District's annual budget, infrastructure planning, and capital improvement projects.
- Oversees SCADA system operations and improvements.
- Coordinates with other agencies and the public; responds to public inquiries and resolves service issues.
- Ensures compliance with local, state, and federal regulations and safety requirements.
- Implements and manages the District's Health, Safety, and Wellness Program, including safety documentation and training.
- Maintains records and reports for regulatory compliance, equipment and facility management, and operational tracking.
- Assumes the duties of the General Manager in their absence and supports emergency preparedness and response planning.

REQUIRED QUALIFICATIONS

Education and Experience

- A combination of education and experience equivalent to an associate's degree with coursework in public or business administration, engineering, science, or related field.

- Extensive experience in water utility management, administration, or operations, including at least two years in a supervisory or managerial role.

Licenses and Certifications

Required:

- California Class B Commercial Driver License with Air Brake and Tanker endorsements and must maintain a driving record acceptable to the District's insurer (license to be obtained within one year of hire)
- CPR and First Aid Certification (to be obtained within one year of hire)
- CWEA Collection System Technologist Grade IV Certificate (to be obtained within 1.5 years of hire)

Preferred:

- CWEA Environmental Compliance Inspector Grade I
- CWEA Plant Maintenance Technologist Grade I
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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public utility management, including maintenance, operations, and capital improvement planning.
- Familiarity with laws, ordinances, and regulations governing wastewater collection, public agencies, and environmental compliance.
- Ability to plan, organize, and direct District operations and personnel effectively.
- Strong leadership, problem-solving, management, and communication skills.
- Ability to interpret and apply technical data, engineering principles, and regulatory guidelines.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Frequent travel by automobile for District business.
- Office work involving sitting for extended periods, using computers, copy machines, fax machines and handling documents.
- Fieldwork that may involve exposure to varying weather conditions, noise, and hazardous environments.
- Ability to see within normal ranges, including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Ability to talk and hear in ambient room noise, equivalent to an office environment.
- Physical ability to lift and move up to 40 pounds.
- Ability to climb, balance, stoop, kneel, and navigate confined spaces when necessary.
- Regular use of telephones, radios, and other communication devices.

EQUAL EMPLOYMENT OPPORTUNITY

The District is an Equal Opportunity Employer and complies with all applicable state and federal employment laws. Reasonable accommodations may be made for qualified individuals with disabilities, unless doing so would impose an undue hardship on the District.

This job description is intended to outline the general nature and scope of work performed by this position. It is not an exhaustive list of duties, responsibilities, or qualifications and may be subject to modification at the discretion of the Board of Directors.