



EXECUTIVE SUMMARY: ESSENTIAL SKILLS AND QUALITIES OF THE CONSTRUCTION & DISTRIBUTION SUPERINTENDENT

The Construction and Distribution Superintendent position is a demanding leadership role that requires a highly experienced professional with strong construction management, technical, leadership, and project delivery skills. The individual in this position oversees a wide range of critical construction, installation, and maintenance activities for the District's domestic and raw water systems, requiring the ability to effectively balance field operations, capital project management, regulatory compliance, and personnel leadership. The role calls for someone who can confidently manage complex projects, coordinate with multiple stakeholders, and lead teams in a dynamic and often high-pressure environment.

The Superintendent must possess deep technical knowledge of water distribution and treatment infrastructure, as well as expertise in construction methods, equipment, and safety practices. They must demonstrate confidence and competence to build trust among construction crews, operators, contractors, and District leadership, while maintaining a methodical approach to planning and execution. At the same time, the individual must be analytical and forward-thinking, capable of evaluating project needs, identifying inefficiencies, and continuously seeking opportunities to improve processes and outcomes. Project management is a central responsibility of the position. The Superintendent is responsible for planning, organizing, and delivering capital improvement projects and in-house construction efforts, ensuring that work is completed safely, efficiently, on time, and within budget. This requires strong organizational and coordination skills, the ability to interpret engineering plans and specifications, and the foresight to anticipate challenges and proactively develop solutions. The Superintendent plays a key role in long-range capital planning and must be able to align construction priorities with the District's strategic goals and operational needs.

In addition to long-term planning responsibilities, the Superintendent must remain actively engaged in day-to-day field operations. This includes directing crews, managing resources, overseeing installations and repairs, ensuring quality control, and responding to system emergencies. The role requires the ability to effectively multitask, adapt to changing priorities, and maintain a strong field presence while balancing administrative duties such as budgeting, procurement, recordkeeping, and reporting.

Safety and regulatory compliance are fundamental aspects of the position. The Superintendent must promote and enforce a culture of safety, ensuring all work complies with OSHA standards, regulatory requirements, and District policies. This includes conducting safety training, inspections, and incident investigations, as well as leading by example in maintaining safe work practices in all environments. To succeed in this role, the Superintendent must be an effective communicator and collaborative leader. They must coordinate closely with the General Manager, District Engineer, and Operations Manager, as well as contractors, property owners, and the public. The ability to clearly communicate technical information, manage expectations, and navigate challenging conversations is essential. The Superintendent must also be a strong mentor and team builder, fostering accountability, professional development, and a cohesive, high-performing workforce.

As part of the District's leadership team, the Construction and Distribution Superintendent must demonstrate integrity, accountability, and a strong commitment to the District's Core Values. They must lead by example, promote a culture of respect and inclusivity, and remain dedicated to delivering high-quality infrastructure and services that ensure safe, reliable water delivery for the community. By embodying these qualities and demonstrating these skills, the Superintendent can successfully manage the complexities of construction and infrastructure delivery while supporting the long-term reliability and sustainability of the District's water systems.

UPUD JOB PROFILE REPORT

POSITION TITLE: Construction & Distribution Superintendent

DEPARTMENT: Operations

ROLE OVERVIEW: Plans, organizes, and oversees the District's construction, installation, and maintenance of domestic and raw water systems; manages capital improvement and in-house projects; coordinates activities with District leadership, staff, contractors, and agencies; and provides technical and administrative support to ensure safe, compliant, and efficient project delivery.

REPORTS TO: General Manager

SUPERVISES: This position does not have any direct reports.

SPECIFIC DUTIES

The following provides a breakdown of the frequency the duties listed in the attached job description are performed.

Daily

- Review and respond to emails, project updates, and other communications.
- Check in with construction crews and staff to oversee, support, and direct daily work, in coordination with the Operations Manager.
- Assign work, prioritize tasks, and coordinate staff and equipment deployment in coordination with the Operations Manager.
- Monitor construction activities and field operations to ensure productivity, quality, and safety.
- Review project data, work orders, and field reports from multiple sources.
- Coordinate with Engineering, Operations, Customer Service, and Finance on capital projects and District initiatives.
- Ensure compliance with safety practices, regulatory requirements, and District standards.
- Track progress of capital improvement projects, in-house construction jobs, materials orders, and contractor work.

Weekly

- Schedule and lead construction safety team meetings.
- Meet with the General Manager, District Engineer, and Operations Manager to provide updates on project status and priorities.
- Coordinate contractor activities, schedules, and site access.
- Review field inspections and ensure quality control of construction work.

Monthly

- Focus on project goals, timelines, and priorities, ensuring alignment with fiscal year objectives and capital improvement plans.
- Review and approve department invoices, contractor pay applications, and purchase orders.
- Assist in preparation and tracking of departmental budgets and project expenditures.
- Assist in preparing reports, memos, and presentations for leadership and Board meetings; participate as needed.
- Review project budgets, schedules, and cost controls; adjust as necessary.
- Participate in capital project planning and status meetings.

Annually

- Assist in development of the Capital Improvement Program and long-range infrastructure planning.
- Participate in preparation and presentation of annual operating, capital, and equipment budgets.
- Support annual regulatory inspections, reporting, and compliance documentation.

Ongoing and as needed:

- Direct and participate in emergency response and system repairs in coordination with the Operations Manager.
- Represent the District in meetings with contractors, agencies, stakeholders, and the public.
- Communicate with property owners and customers regarding construction activities and service impacts.
- Provide training, mentorship, and performance feedback to staff in coordination with the Operations Manager.
- Promote and enforce safety programs; conduct safety meetings, inspections, and incident investigations.
- Review and improve construction practices, procedures, and operational efficiencies.
- Manage procurement, bid review, and contract administration.
- Maintain accurate project records, including as-built documentation and cost tracking.
- Problem-solve construction and operational challenges through analysis, coordination, and decision-making.
- Attend training and continuing education to stay current on industry practices, regulations, and technologies.

EDUCATION, TRAINING, AND EXPERIENCE

A successful candidate for this position should have a combination of education and experience which would likely provide the necessary knowledge and abilities as described above.

The information below should be viewed as providing more detail to and complementing the current job description.

TRAINING:

Significant training in the following areas is desirable:

- Construction management, project delivery, and contract administration.
- Water distribution and treatment system construction, installation, and maintenance.
- Reading and interpreting engineering plans, specifications, and technical documents.
- Leadership and management training, including team building, communication, conflict resolution, and staff development.
- Project planning, scheduling, budgeting, and cost control.
- Safety programs, OSHA regulations, trenching and excavation safety, and field risk management.
- California water regulations, permitting requirements, and construction compliance standards.
- Equipment operation, maintenance, and safe work practices associated with construction activities.
- Problem analysis, decision-making, and operational efficiency improvements.
- All areas identified as certification requirements in the current job description.

EXPERIENCE:

The following professional experience has been identified as ideal for a successful candidate for this position. This list should be viewed as providing more detail to and complementing the current job description.

- 6+ years of progressively responsible experience in water system construction, maintenance, or operations.
- 4+ years supervising or leading construction crews or field personnel in a similar environment (e.g., water distribution, treatment, public works, utilities, or infrastructure construction), including coordinating staff oversight with operations leadership.
- 4–6 years managing construction or infrastructure projects, including scheduling, budgeting, contractor coordination, and project delivery.
- 3–5 years reviewing construction plans, specifications, and engineering designs for constructability and compliance.
- 3–5 years managing or assisting with capital improvement programs and long-range infrastructure planning.
- 3–5 years overseeing safety programs, regulatory compliance, and field inspections in a construction or utility environment.
- Experience coordinating with engineers, contractors, regulatory agencies, and internal departments to successfully deliver projects.

CRITICAL COMPETENCIES

The following competencies have been identified as essential for the individual in the Construction and Distribution Superintendent position to demonstrate effectively and consistently. Each competency includes a definition and the observable behaviors that may indicate the existence of a competency in a person. This list may be utilized to evaluate potential candidates for and incumbents in the position.

Project Management & Execution: The ability to effectively plan, coordinate, and deliver construction and infrastructure projects, ensuring work is completed safely, on time, within budget, and in compliance with specifications and standards.

- Develops clear project plans, including scope, schedule, and resource allocation.
- Coordinates crews, contractors, materials, and equipment to maintain efficient workflow.
- Monitors project progress and adjusts plans to address delays or changing conditions.
- Ensures projects meet quality standards and are completed in accordance with plans and specifications.
- Tracks project costs and timelines, identifying and addressing variances early.
- Balances multiple projects and priorities simultaneously.
- Maintains accurate documentation, including records and as-built information.

Technical Expertise: The ability to demonstrate in-depth knowledge of construction practices and water system infrastructure, and to apply that knowledge to solve complex field and project challenges.

- Applies knowledge of pipelines, valves, pump systems, treatment facilities, and related infrastructure.
- Reads and interprets engineering plans, specifications, and technical documents accurately.
- Identifies constructability issues and recommends practical solutions.
- Provides technical guidance to staff and contractors in the field.
- Troubleshoots complex construction or system issues effectively.
- Keeps current on evolving construction methods, materials, and industry standards.

Leadership & Team Coordination: The ability to lead, motivate, and coordinate field staff while working collaboratively with the Operations Manager, ensuring productivity, accountability, and a positive team environment.

- Coordinates closely with the Operations Manager when directing and assigning work to shared staff.
- Provides clear direction, expectations, and priorities to crews and team members.
- Promotes teamwork, accountability, and professional development.
- Leads by example in work ethic, professionalism, and safety practices.
- Provides timely coaching, guidance, and performance feedback.
- Builds trust and maintains strong working relationships across teams.

Safety & Regulatory Compliance: The ability to promote, enforce, and maintain compliance with safety standards, regulations, and District policies in all construction and field activities.

- Consistently enforces OSHA requirements and District safety standards.
- Conducts safety meetings, field inspections, and hazard assessments.
- Identifies risks and implements corrective actions proactively.
- Investigates incidents and implements measures to prevent recurrence.
- Ensures all work complies with applicable local, state, and federal regulations.
- Models safe work practices in all situations.

Analytical Thinking & Problem Solving: The ability to assess complex field and project challenges using a logical, systematic approach and implement effective solutions.

- Identifies the root cause of construction or operational issues.
- Evaluates multiple solutions, considering cost, safety, and timeline impacts.
- Anticipates potential problems and develops contingency plans.
- Recognizes inefficiencies and implements process improvements.
- Uses data, field observations, and input from others to inform decisions.
- Makes sound, timely decisions in dynamic field environments.

Communication & Coordination: The ability to clearly and effectively exchange information with staff, leadership, contractors, agencies, and the public to ensure successful project delivery and collaboration.

- Communicates expectations, project updates, and changes clearly to crews and stakeholders.
- Coordinates effectively with the General Manager, District Engineer, and Operations Manager.
- Works collaboratively with contractors, consultants, and outside agencies.
- Explains technical information in a clear and understandable manner.
- Handles customer interactions and concerns professionally and respectfully.
- Maintains open lines of communication across departments.

Self Confidence and Decisiveness: Faith in one's own ideas and capability to be successful; ability to make difficult decisions in a timely manner; willingness to take an independent position in the face of opposition.

- Is willing to make decisions in difficult or ambiguous situations.
- Is confident of own ability to accomplish goals.
- Presents self crisply and impressively.
- Is willing to speak up to the right person or group at the right time, when he/she disagrees with a decision or strategy.
- Approaches challenges with a "can-do" attitude; takes charge of a group when it is necessary to facilitate change, overcome an impasse, face issues, or ensure that decisions are made.

-
- Willing to make tough decisions

Adaptability & Stress Management: The ability to remain effective and composed in a demanding environment with shifting priorities, emergencies, and field challenges.

- Remains calm and focused during emergencies or unexpected issues.
- Adjusts quickly to changing priorities, schedules, or field conditions.
- Manages multiple demands without becoming overwhelmed.
- Maintains professionalism when dealing with conflict or pressure.
- Demonstrates resilience and a problem-solving mindset in difficult situations.

Positive Team Player & Community Driven: The ability to foster a positive, collaborative work environment that motivates others to perform at their best, builds strong relationships, and promotes a culture of teamwork, accountability, and mutual respect.

- Demonstrates and promotes the District's Core Values in daily interactions and decision-making, fostering a culture of integrity, respect, accountability, teamwork, safety, and service to the community.
- Leads by example through professionalism, integrity, and a positive attitude.
- Maintains a small town feel by treating community members with kindness and respect.

APPENDIX A: ADDITIONAL DETAIL ABOUT RESPONSIBILITIES, CHALLENGES, AND UNIQUE ASPECTS OF THE POSITION

The Construction and Distribution Superintendent position is a highly responsible leadership role that requires a skilled construction professional with strong technical expertise, project management capabilities, sound judgment, and the ability to effectively coordinate people, resources, and priorities. The Superintendent is responsible for overseeing critical infrastructure projects and field activities that directly impact the reliability, safety, and long-term sustainability of the District's water systems.

This position requires balancing long-term capital improvement planning with daily construction and maintenance needs, coordinating closely with the Operations Manager, District Engineer, contractors, and District leadership, while ensuring projects are delivered safely, efficiently, and within budget. The role demands independent decision-making, adaptability, and a commitment to fostering productive working relationships both inside and outside the organization.

The following information provides additional context regarding the complexities, expectations, and challenges associated with this position.

AUTONOMY AND RESPONSIBILITY FOR DECISIONS AND ACTIONS

- While this position receives general direction from the General Manager and works closely with the District Engineer and Operations Manager, the Superintendent is expected to independently manage construction projects, field operations, and project delivery activities.
- The Superintendent is responsible for making day-to-day decisions regarding project schedules, resource allocation, contractor coordination, construction methods, safety concerns, and field operations with minimal direct oversight.
- Success in this role requires exercising good judgment while maintaining open communication with leadership regarding significant project risks, budget impacts, safety issues, public concerns, and strategic decisions.
- The Superintendent is expected to proactively identify potential project challenges and develop practical solutions that support District goals while maintaining project momentum.

HIGH-RISK AND CONSEQUENCE OF ERRORS IN DECISION-MAKING

- Construction and infrastructure decisions made by the Superintendent can have substantial impacts on public service reliability, employee safety, project costs, and water system performance.

-
- Errors in project planning, construction oversight, contractor management, or quality control can result in service interruptions, infrastructure failures, project delays, increased costs, property damage, or regulatory violations.
 - Decisions that impact excavation, confined space entry, equipment operation, traffic control, and field construction activities have direct safety implications for employees, contractors, and the public.
 - The Superintendent must carefully evaluate risks, regulatory requirements, project constraints, and operational impacts before making decisions and taking action.

OPERATING WITHIN A DYNAMIC AND RAPIDLY CHANGING ENVIRONMENT

- Construction priorities frequently shift due to emergencies, equipment failures, weather events, operational needs, funding constraints, and changing project requirements.
- The Superintendent must effectively manage ongoing construction projects while responding to urgent repairs and infrastructure issues that require immediate attention.
- Project schedules are often influenced by contractor availability, permitting requirements, environmental considerations, supply chain issues, and operational constraints.
- The position requires flexibility, adaptability, and the ability to adjust priorities while maintaining progress on long-term capital improvement objectives.

MANAGING AND BALANCING IMPORTANT STAKEHOLDER RELATIONSHIPS

To be successful, the Superintendent must develop and maintain productive working relationship with a variety of internal and external stakeholders.

KEY INTERNAL STAKEHOLDERS

UPUD General Manager

- Regular communication regarding project status, budget performance, safety concerns, and significant issues requiring leadership input.
- Collaborative problem-solving and strategic planning support.

Operations Manager

- Daily coordination regarding staffing, scheduling, operational impacts, and resource deployment.
- Joint planning to ensure construction activities align with operational needs and service reliability.

District Engineer

- Coordination on project design, constructability reviews, project standards, and technical requirements.

-
- Collaboration during project planning, bid review, construction management, and project closeout.

Operations Staff

- Providing leadership, direction, training, support, and performance feedback.
- Promoting teamwork, accountability, and a strong safety culture.

Finance and Administration

- Coordination on budgeting, procurement, contract administration, project tracking, and expenditure monitoring.

Customer Service

- Coordination with customer service staff prior to and during projects that may affect water service outages, pressures or any other customer related impacts.

KEY EXTERNAL STAKEHOLDERS

Contractors, Engineers, and Consultants

- Maintaining professional relationships that support efficient project delivery and quality construction outcomes.

Customers and Property Owners

- Responding to concerns related to construction activities, service disruptions, easements, and project impacts in a professional and respectful manner.

Regulatory Agencies

- Ensuring construction activities comply with applicable regulations, permits, and reporting requirements.

Vendors and Suppliers

- Developing reliable relationships that ensure timely access to materials, equipment, and specialized services.

Local Agencies and Community Partners

- Coordinating project activities that affect roadways, easements, utilities, and shared infrastructure.

HIGH ENTRY-LEVEL EXPECTATIONS FOR TECHNICAL EXPERTISE

The Construction and Distribution Superintendent is viewed as the District's primary subject matter expert regarding construction activities, infrastructure installation, and project delivery. The individual selected for this position should possess the experience, knowledge, and practical judgment necessary to effectively assume this role with minimal transition time.

The District's expectations include the following:

- Strong knowledge of water distribution, treatment, and infrastructure construction practices.
- Ability to read, interpret, and evaluate engineering plans, specifications, and technical reports.

-
- Experience managing capital improvement projects, contractors, budgets, and project schedules.
 - Understanding of excavation safety, trenching requirements, OSHA regulations, and construction risk management.
-
- Ability to identify constructability issues and develop practical, cost-effective solutions.
 - Strong problem-solving skills related to field conditions, infrastructure challenges, and project delivery.
 - Experience coordinating construction activities with operational requirements and minimizing impacts to customers.
 - Working knowledge of budgeting, cost control, procurement, and contract administration.
 - Ability to make sound decisions in uncertain situations while balancing safety, service reliability, schedule, and financial considerations.
 - Commitment to continuous improvement, professional development, and maintaining current knowledge of industry standards, construction methods, and regulatory requirements.