



Union Public Utility District
POLICY TITLE: JOB DESCRIPTION
Construction & Distribution Superintendent
POLICY NUMBER: 2345
REPORTS TO: General Manager
FLSA: Exempt
Effective Date: 7/1/2026

Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Definition/Summary

Under general direction, the Construction and Distribution Superintendent plans, organizes, and oversees the District's construction, installation, and maintenance activities for domestic and raw water systems. This position provides leadership for construction crews, water operators, manages capital improvement and in house projects, and ensures that all work is completed in compliance with District standards, regulatory requirements, and safety practices.

The Superintendent works closely with the General Manager, District Engineer, and Operations Manager to coordinate planning, design, and execution of projects. This position serves as the District's primary project manager for larger capital improvements while also directing and carrying out smaller in house construction efforts that support ongoing system reliability and improvement.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

Construction and Project Management

- Plan, manage, and oversee construction projects involving domestic and raw water systems, including pipelines, valves, pump facilities, treatment plant, reservoirs, and related infrastructure
- Serve as project manager for capital improvement projects including scheduling, budgeting, contractor coordination, and quality control
- Review plans and specifications for constructability, compliance, and cost efficiency
- Coordinate closely with the District Engineer to ensure projects are designed and constructed according to District standards
- Monitor project progress, costs, and timelines to ensure projects are completed on time and within budget
- Maintain accurate records of project activities, costs, and as built information
- Assist in the development of annual and long-range capital improvement planning

In House Construction and Field Operations

- Direct and participate in construction, installation, repair, and maintenance of water distribution and raw water systems
- Plan and implement smaller scale in house construction projects using District crews
- Oversee installation and repair of pipelines, service lines, valves, hydrants, and related facilities
- Ensure efficient use of labor, equipment, and materials for in-house project delivery
- Support emergency response and system repairs as needed

Operations Coordination

- Coordinate closely with the Operations Manager to align construction activities with system operations and maintenance needs
- Conduct field inspections of water systems, facilities, and construction projects to ensure proper performance and safety
- Assist in optimizing work order systems and maintenance planning to improve efficiency

Regulatory Compliance and Safety

- Ensure all construction and maintenance activities comply with federal, state, and local regulations and District policies
- Administer and enforce District safety programs, including compliance with OSHA and District safety standards
- Conduct safety inspections, training, and incident investigations
- Promote safe work practices in all field activities

Administration and Budgeting

- Assist in the preparation and administration of departmental budgets, including forecasting labor, equipment, and materials needs
- Monitor project and operational expenditures and implement cost control measures
- Prepare reports related to project status, performance, and operational improvements
- Participate in procurement activities including reviewing bids, purchasing materials, and managing contracts

Leadership and Personnel Management

- Supervise, train, evaluate, and develop construction staff
- Assign work, set priorities, and monitor performance to ensure productivity and quality

- Promote teamwork, accountability, and professional development
- Participate in hiring, training, and disciplinary processes as needed

Customer Service and Public Coordination

- Respond to customer inquiries related to construction and water service issues
- Coordinate with property owners, contractors, and agencies on construction activities
- Represent the District in meetings with staff, leadership, and the public, as needed

Ability to:

- Plan, organize, and manage multiple construction projects and priorities
- Read and interpret engineering plans, specifications, and technical documents
- Supervise and motivate staff while maintaining high standards of safety and productivity
- Manage budgets, control costs, and deliver projects efficiently
- Operate and oversee the use of construction equipment and tools safely
- Communicate effectively with staff, contractors, leadership, and the public
- Respond to emergencies and make sound decisions under pressure
- Maintain accurate records and prepare clear report

Key Competencies:

- Leadership and team development
- Project and construction management
- Technical expertise in water systems
- Safety and regulatory compliance
- Budget and cost control
- Communication and coordination

Education and Experience *Any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications includes:*

- High school diploma or equivalent required
- College coursework or degree in construction management, engineering, or related field is desirable
- Six years of progressively responsible experience in water system construction, maintenance, or operations
- At least four years of supervisory or lead experience preferred

Licenses and Certifications *(Within 12 months of hiring)*

- Distribution III Certification
- Treatment II Certification
- Class A Driver’s License

- OSHA 30-hour Construction Safety Certification
- Competent Person Trenching and Excavation Certification
- At least 5 years of excavation experience
- At least 5 years of water distribution and treatment construction experience

Physical Requirements

Must possess the knowledge and mobility to work in construction and various distribution and treatment system maintenance including pump stations, pump, motor, and electrical. Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descent ladders, ability to lift, carry, push, pull and reach materials and equipment weighting up to 80 pounds. Mobility to work in a standard water treatment plant, uses specialized test equipment hand and power tools instrumentation; ability to work in confined spaces and around machines; vision to read printed materials, charts and gauges and computer screens; and hearing, speech and English language skills to communicate successfully in person and over the telephone or other electronic devices.

May be exposed to inclement weather conditions, including working in sun, water and snow. Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties. Use of standard office equipment such as telephones, computer, copiers, and fax machines.

Work Environment

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessarily via District vehicle for District related duties and activities.

Additional Requirements

- 18 years of age.
- Eligible to work in the United States.