



Water/Sewer Superintendent

Utilities

UD-WW/1

JOB SUMMARY

This position is responsible for supervising the city's water and wastewater systems.

MAJOR DUTIES

- Schedules and supervises the work of water and wastewater personnel.
- Trains plant operators.
- Performs the duties of water or wastewater operations in the absence of operators.
- Ensures compliance with state and federal regulations.
- Directs the maintenance of plant and system equipment.
- Assists regulatory agency with facility inspections.
- Ensures the timely and accurate completion of required reports.
- Reviews work completed by subordinates.
- Maintains supply inventory; reorders as needed.
- Develops and implements standard operating procedures.
- Assists plant personnel with facility process control.
- Makes recommendations to Utility Director concerning major upgrades and repairs.
- Directs the maintenance of records.
- Resolves customer complaints.
- Assists in the maintenance of pumping stations.
- Responds to after-hours emergencies.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of departmental and city policies and procedures, including personnel policies and procedures.
- Knowledge of city geography, including street and utilities locations.
- Knowledge of safety policies and procedures pertaining to the operation of water and wastewater treatment, collection, and distribution.
- Knowledge of the methods and practices of constructing, installing, maintaining, and repairing water and wastewater treatment plants and related systems.
- Knowledge of state regulatory requirements.
- Knowledge of chemistry and biological processes.
- Skill in performing preventive maintenance on equipment.
- Skill in planning, assigning, inspecting, and supervising the work of other employees.
- Skill in the use of computers and job-related software programs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Utilities Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department ac

GUIDELINES

Guidelines include city and department rules and regulations, policies and procedures and relevant federal and state regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and technical duties in managing the operation, repair and maintenance of water and wastewater systems.
- Strict regulations and changing water conditions contribute to the complexity of the position.
- The purpose of this position is to oversee operation of water and wastewater systems. Successful performance helps ensure the effective and regulatory compliant operation of the systems.

CONTACTS

- Contacts are typically with department personnel, other city employees, state and local officials, contractors, vendors, regulators, and the general public.
- Contacts are typically to give or exchange information, provide services, and motivate personnel.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and in a water or wastewater treatment plant or in the field with service crews.
- The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather.
- Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Chief Wastewater Treatment Plant Operator (1), Chief Water Treatment Plant Operator (1), Wastewater Treatment Plant Operator (1), and Water Plant Operator (1), Water Distribution / Sewer Collection Supervisor, and Utility Service Worker (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid state issued driver's license for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution and collection as appropriate. (Position requires a valid State of Georgia Class 2 Public Water Supply System Operators license and, a State of Georgia Class 1 Biological Wastewater Treatment System Operator license).