



POSITION DESCRIPTION
An Equal Opportunity Employer

Class Title:	Water Superintendent	FLSA Status:	Exempt
Dept./Div.:	Water	Civil Service Status:	Unclassified
Reports to:	Operations Manager	Employment Status:	Full-time
EEO Status:	First/Mid Offs & Mgrs	Normal Work Hours:	Day Shift
Employee Name:		DOT/O*Net	954.130-010 / 954.132-010

GENERAL DESCRIPTION:

Under general direction of the Operations Manager, responsible for the installation, operation and maintenance of the water distribution system, water supply and treatment facilities, water analysis laboratory, elevated storage tanks and related components and facilities. Position is also responsible for inventory, record keeping and planning of all phases of the water system and determining community needs; reporting and recommending solutions to those needs to the Operations Manager; and responding to the needs and questions of water users.

POSITIONS DIRECTLY SUPERVISED:

Water Distribution Supervisor and Water Treatment Supervisor

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
 Computers and general office equipment.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Perform complex administrative work, accurately plan and implement procedures in supervising and directing the operation of the city water distribution system and water treatment facility in all phases of planning, construction, operation and maintenance of the water distribution system and treatment facility and other related components, facilities, and operations; assure backup procedures.

Ensure compliance with all safety and utility policies, procedures and regulations; operate all facilities in strict compliance with all applicable laws and regulations; oversee and insure disaster recovery; ensure appropriate tests are conducted and maintain files of the results, etc.

Ensure preparation and maintain records of all Water department information and prepare required reports; prepare all Ohio Environmental Protection Agency, National Pollutant Discharge Elimination System (NPDES), Ohio Department of Natural Resources and any other required operating reports and audits.

Develop and maintain written departmental procedures; develop short and long range plans for Water Department and means of accomplishing these goals; assist other utility Department Heads and Director in planning and executing short- and long-range improvements; coach, train and develop employees for future development, including annual evaluations and disciplinary action when needed.

Interface with design engineers, consultants and vendors to maximize system capabilities and reliability; plan construction and maintenance projects and ensure delivery of all supplies and materials prior to scheduled startup; coordinate the work of his/her employees with other utility and city departments, contractors, engineers, businesses and residents; negotiate, maintain, and revise agreements and contracts.

Investigate, resolve, and report on water leaks and other water issues.



Prepare and manage annual operating budget for the water department; manage inventories at appropriate levels with proper parts and materials; ensure annual physical inventory is completed and submitted to Clerk-Treasurer. Obtain quotes, as necessary, and approval through purchasing process and order necessary equipment, materials, and supplies, resolve quality issues as needed.

Works closely with and communicates professionally and openly with coworkers, management and customers providing friendly and efficient external and internal customer service; responds to requests for information and assistance and meets commitments.

Conform with and abide by all written and non-written regulations, policies, work procedures and instructions; ensures conformance and conforms to all safety rules and use all appropriate safety equipment.

Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned (i.e., assist other utility departments as needed; participate in required training as applicable; etc.).

QUALIFICATIONS: An example of acceptable qualifications:

Position requires a high school diploma; a Bachelor’s Degree in civil engineering, construction management or some other form of management from an accredited college; 7 to 10 years of experience in a water department with supervisory responsibilities; experience in the use of computers, including Microsoft Office and CAD software; or an equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Possession of, or ability to obtain, an appropriate Ohio driver’s license within six months of hire date, provided applicant holds a valid license to operate a motor vehicle in another jurisdiction.

Possession of a valid Class III Ohio Environmental Protection Agency (EPA) Water Supply Operator’s license; and certified Ohio EPA microbiological laboratory certification or the ability to obtain in six months.

WORKING CONDITIONS:

Facility and Work Area:

The work is performed in an office setting with good working conditions, however, is occasionally exposed to noise, dust, heat and other elements when job duties require incumbent to go to visit department projects or field work.

Physical and Environmental Characteristics:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is primarily an office position with employee working in a controlled office environment and occasionally performing his/her duties in the field at work projects.

The employee:

- Is required to see color and distinguish letters, numbers and symbols. Frequently required to sit, stand, walk, talk, hear, bend and reach. Ability to reach with hands and arms.
- Answers telephone calls and occasionally bends, reaches, and pushes and pulls file drawers to file records and reports.
- Moves within and outside of the building to collect, deliver, and copy data and documents.
- Uses a computer terminal to access, input, and retrieve data.
- Small amount of physical demand; periodic lifting or moving of lightweight materials, or occasional lifting of or moving of average weight materials.



- Works in inclement weather, around energized electrical equipment, high voltages, precarious places, extreme cold, extreme heat, noxious odors and fumes, and noise
- May be required to work hours other than the regular schedule including evening, weekends and holidays.
- Sustained periods of close, fixed mental and visual attention for at least fifty percent of the time.
- Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.
- In cases of emergency, unpredictable situations, and/or department needs, the employee may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

The position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The duties listed in this document are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This document does not create an employment contract, implied or otherwise, and may be amended at any time.

My signature below signifies that I have reviewed my position description and that I understand the contents of my position description.

Supervisor Signature

Date

Employee Signature

Date