



Position Description

<b>Job Title</b>	Water Superintendent
<b>Department</b>	Public Works
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Exempt

**Scope of Work**

This position supervises the daily operations of the City's water system, and ensures that all rules and regulations of the DNR and PSC are followed by Department employees.

**Supervision**

<b>Received</b>	Director of Public Works
<b>Exercised</b>	Supervises up to 5 full time (or full time equivalent) employees

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Supervises employees and Department operations in providing water and in installation and maintenance of the water system and related services; schedules daily work and seasonal projects; checks quality of work performed; trains employees in job functions and safety procedures; process payroll.
- Responds to emergency situations; communicates with other City departments as needed.
- Responds to citizen inquiries and complaints.
- Assures that equipment and supplies needed to perform services are available and in safe working order.
- Assists Director in recommending purchases and changes in procedures.
- Serves on rotational pager duty with other water and wastewater employees; on non-pager duty

weeks is available on a 24 hour basis to respond to requests as needed and assigns another Department employee to cover when outside of the telephone coverage area.

- Responds to citizens, regulatory agencies and elected officials regarding water quality and available service; answers calls and letters; explains policies and procedures; performs job site inspections to resolve issues.
- Attends monthly Council and Public Works meetings as needed; participates in planning sessions.
- Participates in DNR training; initiates contact with DNR inspector as required; performs private well inspections in accordance with DNR rules and regulations.
- Schedules short and long term plans and goals for the Department.
- Obtains required equipment, supplies and related materials; contacts vendors and suppliers; monitors budget and expenses and follows established procedures for planning and purchase of major equipment and contracted services.
- Prepares and maintains records and reports as required; oversees accurate reporting to DNR, PSC and others as required.
- Performs the job duties and functions of the Certified Operator; e.g., monitors well pumping and chemical addition; tests and changes out meters; exercises and maintains valves; flushes and maintains hydrants; performs line location and leak location; thaws water mains; obtains and tests water samples; maintains records; repairs, installs and inspects mains; operates and maintains pumping equipment and storage towers; operates and maintains chemical feed equipment; responds to customer service and collection situations; installs new service; performs general maintenance of grounds and equipment; operates skid steer loader and small dump truck.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from high school and some technical training in maintenance of water systems and related services, plus at least 7 years of experience in electrical, mechanical and general maintenance and operation of water systems and equipment; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• The rules and regulations applicable to providing safe and adequate drinking water.</li> <li>• The work operations, methods, and techniques used in the maintenance and repair of water facilities, equipment and systems.</li> <li>• The occupational hazards involved in safely conducting public utilities maintenance, repair or construction projects, and the methods used to avoid or minimize risks.</li> <li>• Construction equipment, its operating requirements and its effective running and maintenance.</li> <li>• The use of standard office equipment including computers and relevant software.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Develop and maintain records of system operations and present data concisely and clearly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assign and supervise the work of others, including outside contractors.</li> <li>• Train employees on safety methods used to avoid or minimize occupational hazards.</li> <li>• Organize and prioritize workload and projects.</li> <li>• Perform heavy or difficult physical tasks in adverse conditions.</li> <li>• Establish and maintain effective working relationships with supervisors, coworkers, employees and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Mechanical and electrical work, carpentry and fabricating.</li> <li>• The operation of light and moderately heavy construction equipment.</li> <li>• Oral and written communications.</li> <li>• Public relations.</li> </ul>

### **Necessary Special Requirements**

Valid Wisconsin driver's license; Municipal Waterworks Operator certification, Distribution Grade 1, Groundwater Grade 1; Fork lift certification; First Aid and CPR certification.

### **Physical Demands**

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.

- Work is performed mostly outdoors; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions such as dim or bright lighting, dust, heavy machinery, smoke, toxic agents, electrical currents, noise and disease.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.