

SUPERINTENDENT OF WATER AND SEWER

DEFINITION

This employee is responsible for directing all activities of the water and sewer departments. The employee receives general instructions for work to be performed, and must use his or her own judgment much of the time. The employee must occasionally refine existing work methods and develop new techniques for accomplishing work, within established limits or policies. Work is supervised and evaluated by the Mayor and Board of Aldermen.

EQUIPMENT/JOB LOCATION

The employee will operate a variety of heavy and light equipment such as a bulldozer, backhoe, heavy trucks, etc. The employee will also use a variety of hand tools, small machinery, and office equipment such as a calculator, typewriter, and computer.

The employee routinely works both indoors and outdoors and may be exposed to extreme conditions of weather, machinery with moving parts, excessive noise, fumes, and chemicals or toxic substances.

ESSENTIAL FUNCTIONS OF THE JOB

Plans, schedules, designs, organizes, directs and provides overall supervision of the personnel, programs and activities of the water and sewer departments.

Directs and participates in the preparation of annual departmental budgets, and in the control and expenditure of appropriations.

Assists in writing specifications, estimates the cost of projects, and reviews bids and contracts.

Operates a variety of heavy and light equipment, as well as hand tools and small machinery.

Responsible for keeping and completing a variety of records and reports.

Makes recommendations concerning the hiring, discipline, and promotion of employees.

Directs and performs inspections of contract work; recommends acceptance of work by the city.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Estimates raw water demand of the water system.

Participates as necessary in installation and maintenance activities for water plant/distribution system, sewer plant/collection system, including preventive maintenance and meter reading.

Trains water and sewer plant operators and supervises as the maintenance and repair of facilities and machinery.

Requisitions water and sewer works equipment and supplies.

Collects samples, conducts tests and completes reports required by state and federal regulations.

Collects delinquent water bills and works on cut-off list.

Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of the equipment and materials used in maintaining and servicing the water and sewer plants, distribution, collection and storage facilities.

Knowledge of occupational hazards and safety precautions.

Knowledge of the theory and practice of modern water and sewer treatment, and of the machines, equipment and material used in such treatment.

Knowledge of local, state, and federal laws and regulations pertaining to the operation of water and sewer systems.

Some knowledge of engineering principles as applied to pumping, storage and treatment operations.

Ability to plan, supervise, schedule and direct the work of subordinate personnel.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to diagnose and alleviate pumping, treatment, storage and water or sewer works problems.

Ability to read meters and keep records according to established procedures so that billings can be properly made.

Ability to read, write legibly and make accurate arithmetic calculations.

QUALIFICATIONS

Graduation from a standard high school, preferably supplemented by college course work in engineering or water and sewer plant operations.

At least four years experience in the operation and maintenance of water and sewer treatment, collection, distribution, pumping, storage and laboratory facilities.

Must possess the following from the State of Tennessee: IV Water Plant Operator Certification, III Wastewater Plant Operator Certification, I Water Distribution Certification, and I Wastewater Collection Certification.

Must possess a valid Tennessee driver's license.