

JOB DESCRIPTION

Title: **WATER SUPERINTENDENT**
Department: Public Works/Water
Hourly rate:

General Purpose

Under general supervision from the Public Works Director performs a variety of administrative and supervisory responsibilities in assuring efficient service of Caldwell village Water department..

ESSENTIAL DUTIES

- Directs the day-to-day operation of the water and wastewater crews; assigns work to the various crews; monitors the progress of each work assignment daily; establishes priorities to deal with emergencies and unanticipated needs.
- Assists the Director in hiring, training, disciplining and evaluating employees.
- Assists the Director with planning and organizing the water division; assists with the planning of future short term and long term needs; assists in the preparation of a budget.
- Represents the water and wastewater divisions at various City meetings and elsewhere; handles public complaints.
- Compiles various reports regarding water and wastewater; provides information on such to the public, outside and inside agencies.
- Deals with Division personnel difficulties; handles difficulties that leadworkers and their supervisors cannot handle.
- Provides technical assistance and consults with other departments on matters pertaining to water standards and maintenance; supervise and oversee compliance with Federal, State and local water quality standards.
- Assesses requests for sewer and water billing adjustments and determines any adjustment of a billing.
- Oversees janitorial and custodial services for the Public Services complex.
- Serves as the Department's representative on various City or intergovernmental boards, committees, and panels related to the Department as assigned by the Director.
- Attends meetings dealing with water and matters
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

Class 3 Ohio EPA water treatment license or class 2 with requirement to receive class 3 within two years of employment.

- (3) years of experience in a public water or, at least two (2) of those years must have been in a supervisory capacity or any equivalent combination of education and experience.

Special Requirements

- Must possess a valid Driver License.
- Responds to emergency calls 24 hours per day.
- Must possess a State Water System Operator Certification, Level 4 and State Wastewater System, Level 4 or be able to obtain them within 18 months from date of hire.
- Must be willing to work all shifts.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of water supply and distribution systems; principles of supervision; construction requirements for water, booster stations; hazards and precautions associated with trench work and water and sewer line construction; State and Federal regulations dealing with installation and maintenance of water systems; water quality laws, water sampling methods and regulations; budget preparation and fiscal management and a working knowledge of interpersonal communication skills.
- Ability to analyze water systems, identify problems and determine optimum solutions; make accurate decisions in emergency situations where consequences of error could be costly; communicate effectively both verbally and in writing; plan and organize work of subordinate personnel; evaluate employee performance and make related decisions for the good of the Village service; enforce related policies, procedures, regulations and standards without partiality; develop effective working relationships with elected officials, public and private, managers, department heads, subordinates and the public.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets, and database software; motor vehicle; phone; radio; fax and copy machine.

Also any tools and/or equipment used in installing or repairing water lines and equipment.

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 primarily in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate

objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet to moderate.