

## **CITY OF SILVER BAY POSITION DESCRIPTION**

### **UTILITIES SUPERINTENDENT**

Primary Function: To serve as a working supervisor and to ensure proper operation of City's water and wastewater plant facilities in accordance with applicable rules and regulations; to supervise and/or perform operation, installation, maintenance, repair, and servicing of water and wastewater distribution systems and related equipment; and to cooperate with and assist other departments as necessary and required. Performs the duties outlined or set forth in the City Code or as assigned by the Public Utilities Commission and/or City Council.

Tools and Equipment: Water and wastewater treatment plant equipment such as grinders, digesters, sludge pumps, water pumps, chemical feeders, filters, flocculators, thickeners, etc. Also trucks, loader, tractor, test equipment, hand and power tools, welding equipment, computer.

Materials: Chemicals such as sodium metabisulfate, lime chlorine, ferric chloride, flouride, testing chemicals, and any other chemicals used in the operation and testing of water and wastewater treatment plants.

Source of Supervision: Public Utilities Commission/City Administrator

Supervision Exercised: Water and Wastewater Treatment Plant operators and seasonal and part-time employees.

#### Working Procedure

1. Supervises and evaluates subordinates and participates in actions such as interviewing, hiring, training, assigning and prioritizing work, scheduling staff and approving time off, and rewarding and disciplining as necessary.
2. Supervises operation, maintenance, repair, and servicing of water and wastewater treatment plants. Plans method and sequence of operations for maintaining, servicing, and repairing sewer and water distribution systems. Performs repair, maintenance, and installation of sewer and water distribution systems. Operates and maintains water and sewage plants; performs operating duties as required. Performs tests, keeps records, and makes reports.
3. Reviews and evaluates tests and records to determine if standards are met. Adjusts equipment and chemical feed to achieve standards. Prepares reports of chemical and bacteriological analyses for government agencies.
4. Prepares and files necessary reports to ensure compliance with applicable State and Federal rules and regulations.
5. Works with City Administrator in development and preparation of annual operating budgets for presentation to Public Utilities Commission and City Council.

6. Performs necessary plumbing inspections.
7. Make arrangements for adequate land for proper disposal of wastewater plant sludge.
8. Ensures timely collection of delinquent accounts and/or makes arrangements for disconnection.
9. Schedules work and manpower.
10. Purchases operating supplies, makes recommendations to Public Utilities Commission and City Administrator.
11. Performs maintenance work such as lubricating equipment, packing pumps, checking expansion joints, check & change bearings and machine parts, install and repair sewer and water lines, paint, solder, fabricates and welds, as required.
12. Keeps area in clean and orderly condition.
13. Oversees operation and inspection of various boilers and pressure vessels located in other City buildings.

#### Desired Minimum Qualifications

1. Physically fit to perform strenuous work.
2. Have a valid Class "B" drivers license with tanker endorsement.
3. Have a valid Class "B" water treatment certificate.
4. Have a valid Class "B" wastewater treatment certificate.
5. Have a valid type 4 waste disposal certificate.
6. Have a valid boiler license for low-pressure boilers.
7. Have the skills and technical knowledge to exercise judgment in the operation and maintenance of municipal water treatment and wastewater treatment plants, planning and scheduling of operation and maintenance, prepare records where a thorough knowledge of operations is required, perform chemical analyses, interpret and analyze tests.
8. Additional education (at city expense) may be required.
9. Considerable ability to communicate effectively with the public, elected officials, sales personnel, and state officials.
10. Must have proficiency in operation of computers.

#### 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.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

### Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The job 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.

Council Approval Date: 6/1/98      Revision History: