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**Water Operations Superintendent**

Pay Grade: PW7

FLSA Designation: Non-Exempt

Hybrid Remote Work – Not Eligible

**General Statement of Duties:**

Under general supervision, plans, schedules, coordinates, monitors, participates and supervises the work of field employees performing assignments related to the operations, maintenance and construction of the potable water systems. In addition, this position records and analyzes production, maintenance and construction data; compiles statistical reports; prepares written correspondence including administrative reports, contracts for materials or services, regulatory compliance and performance evaluations; maintains data and records using modern office technology.

**Summary:**

The primary function of an employee in this class is to perform skilled installation, maintenance, inspection, and repair work on the city water distribution and treatment systems. The work is performed under the general supervision of the Water Systems Manager with some latitude granted for exercise of independent judgment and initiative. The primary duties of this class are performed in an outdoor environment that may include working in adverse weather conditions, hazards involving the use of power tools and equipment, as well as exposure to hazardous materials. The work requires this employee to be on-call 24/7 for emergencies. The employee must perform all work duties and activities in accordance with City policies, procedures, and safety policies.

Supervision Received:Water Systems Manager

# Jobsite Supervision Exercised: This is the supervisory position in the Water Department and is distinguished from the Water Systems Manager in that the latter is the management level with the responsibility for oversight of all operations and maintenance functions. It is distinguished from the Lead Water Operator which is responsible for supervision of a crew during a shift. It is also distinguished from the Production Manager who oversees production of potable water from the Water Treatment Facility and coordinates all maintenance through the Operations Superintendent.

**Essential Job Functions:**

1. Upholds federal, state, and public health standards.

* Ensures potable water is supplied to users to satisfy public health and safety requirements, including residential, commercial, and fire-fighting requirements.
* Administers inspection of new and existing water distribution infrastructure for compliance with applicable public health, environmental, and city water/building code standards.
* Responds to emergency situations, such as power outages, system alarms, and adverse water distribution repair conditions.
* Responsible Charge Operator for the City’s Water Distribution System. Serves as advisor to the Water Systems Manager, Public Works Director, and City Engineer related to operations and planning activities for the Water Department.

1. Assists the Water Systems Manager in the development and monitoring of the Distribution division annual budget.
2. Assists the Water System Manager in the analysis of operations and staff performance data and preparation of associated annual reports.
3. Develops, organizes and directs distribution-related capital improvement programs and construction projects with the assistance of the Water Systems Manager and the City Engineer.
4. Assists the Water Systems Manager in long-range construction and capital improvement planning for distribution infrastructure.
5. Develops and implements short-range programs for distribution system operation and maintenance and prepares input and participates in long-range planning.
6. Monitors work of contract vendors, developers, and contractors completing Distribution system infrastructure work, including construction and improvement projects, for compliance and completion.
7. Supervises employees and staff, including hiring, employee evaluations, and training of new hires and current employees in safe maintenance and operation standards.
8. Develops and implements new training and standards for work to enhance work methods and safety certifications for water distribution.
9. Oversees the proper installation, maintenance, service and repair, and replacement of water mains, water meters, service lines, fire hydrants, valves, pump stations and related equipment.
10. Responsible for ensuring the accuracy of the Distribution system’s GIS layers and coordinating revisions with the GIS Analyst.
11. Responsible for managing distribution work order (labor and material) data entry into the Department’s Elements® asset management database.
12. Supervises the distribution system sampling and chemical and bacteriology testing programs, including proposed changes and revisions.
13. Diagnoses operational problems and makes corrective adjustments or performs maintenance operations as needed.
14. Monitors gauges, meters, control panels, and SCADA controls to detect and correct system variations in operating conditions.
15. Performs inventory and supply requisition duties.
16. Performs tool and equipment inventory and maintenance duties.
17. The nature of this position requires the ability to respond to emergencies in a timely fashion. The position residency shall be such that when the employee is notified of an emergency, the safe and prudent driving time to the water treatment plant shall be within 30 minutes of notification.

# Peripheral Job Duties:

1. Performs special projects as assigned by the Water Systems Manager.
2. On-call rotation for treatment and distribution system after regular work hours to respond to emergency situations.
3. On-call after regular work hours to respond to emergency situations.
4. Performs other related duties as required.

Note: The functions and duties listed are intended only as illustrations of the various types of work that may be performed. The omission of the 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.

### **Knowledge, Skills and Abilities**

# Knowledge of:

1. Federal (EPA) and state (IDEQ) water quality standards
2. Federal (OSHA) regulations and City policies governing safe work practices, including use and disposal of hazardous chemicals and materials.
3. Federal, state, county, and other applicable statutes, law, regulations, and procedures to meet public health and environmental standards for water distribution and treatment.
4. Municipal budgeting procedures.
5. Computerized and automated system monitoring and control equipment (i.e. SCADA & AMI), procedures, and operation.
6. Surface water treatment systems and cold environment distribution system engineering.
7. Advanced methods and practices involved in the maintenance, repair and improvements of a water distribution system.
8. Procedures, methods, materials, and techniques used in construction of water systems.
9. The proper methods of repairing, lubricating, and maintaining mechanical equipment.
10. The principles, practices, equipment, and methods used in water distribution, treatment and pumping operations.
11. Methods, equipment, materials, procedures, tools, and standard practices for water sampling, also chemical and bacteriological testing.
12. Equipment and tool operation and maintenance practices.
13. Mechanical apparatus, electrical, pump, and pipe fitting methods and techniques.
14. Methods, equipment, materials, tools, and standard practices for the operation and maintenance of water treatment facilities.
15. The occupational hazards connected with water plant, water distribution, and related activities also of necessary safety precautions.

# Ability to:

* Establish and maintain effective working relationships with the public, supervisors, subordinate employees, and other City employees.
* Review and evaluate plans and specifications for new construction and design and operation change proposals.
* Prepare written reports and maintain system performance records.
* Read and interpret technical and operational documents, manuals, blueprints, and diagrams.
* Analyze and interpret computer, statistical, and laboratory data, including using the information to prepare reports and recommendations.
* Perform mathematical calculations as required for system adjustment and operation.
* Read and interpret meters, gauges, control panels, and testing and monitoring equipment.
* Operate manual and automated valve, pump, and control systems.
* Operate a motor vehicle.
* Operate hand tools, power equipment, and heavy equipment.
* Maintain, repair, and adjust water pumps, chemical feed machines, and other water plant and distribution equipment.
* Read and interpret system technical and operational manuals and guidelines.
* Operate motor driven and hydraulic equipment.
* Take accurate readings, keep routine records, and make arithmetic computations.

1. Operate specialized equipment appropriate to assigned inspection, maintenance, and repair duties.
2. Operate standard office equipment, including a personal computer and applications appropriate to assigned duties.
3. Use and understand the city’s asset management program.
4. Use and take care of hand and bench tools.
5. Follow verbal and written instructions.
6. Exercise independent judgment as appropriate.
7. Establish and maintain effective working relationships with employees and administrative superiors.
8. Work according to a prescribed routine and to remain alert through long periods of time.
9. Perform moderately heavy manual tasks for extended periods of time in all types of weather.
10. Work a rotating on call night and weekend shift and be on call 24/7 for emergencies.

### **Acceptable Experience and Training:**

1. High school diploma or GED equivalency and college-level courses in a related field required, with a college degree preferred; and
2. Minimum five (5) years of experience, including supervisory experience, in water distribution is required.

Or

1. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Necessary Special Requirement:**

* Have a valid Idaho driver’s license.
* Obtain a Class B CDL and air-break endorsement within 6 months of hire.
* Have a Class II IBOL Water Distribution and an IBOL Class I Water Treatment Operator License.
* Be able to obtain a Class II Operator License for Water Treatment within 12 months of hire.
* Test for available upgrades for IBOL Water Distribution Operator and/or Water Treatment Operator licenses within one year of qualifying.
* Must be insurable under the City’s motor vehicle insurance policy.
* Must be able to perform most daily duties without supervision.
* Must be able to respond within 30 minutes when on-call.

### **Essential Physical Abilities:**

* Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle backup warnings.
* Sufficient visual acuity, with or without reasonable accommodation, permits the employee to comprehend written work instructions, technical manuals and related diagrams, read meters and gauges, and discern color-coded equipment indicators.
* Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a motor vehicle, operate a personal computer, operate manual valve and pump controls, operate a variety of power and hand tools, and to adjust equipment.
* Sufficient body strength, mobility, agility, flexibility, and stamina to lift and move 50 pounds regularly and 100 pounds occasionally, and balance to perform operation and maintenance tasks which require bending, stooping, kneeling, reaching, twisting, climbing and working on ladders, working in enclosed spaces, and working in a treatment plant environment.
* Maintain a physical size that allows the person to enter a confined space with a circumference as small of 24 inches, unassisted.

### **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 and is frequently exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions, in high, precarious places and in confined spaces. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is moderate to loud.

Approximately 50% of the duties are performed in an office and the other 50% in the field.

*The City of McCall does not discriminate based on race, color, national origin, sex, genetics, religion, age or disability in employment or the provision of services and complies with the provisions of the Idaho Human Rights Act.*

*The City of McCall is an Equal Opportunity Employer*