

## **POSITION DESCRIPTION**

### **WATER AND WASTEWATER SUPERINTENDENT**

#### **GENERAL PURPOSE**

Employee is responsible for Public Works Department procedures, routine and preventive maintenance, and other related operational duties with an emphasis on the organization, coordination and management of all aspects for general upkeep of the city Water Distribution System and Wastewater Collection System.

#### **SUPERVISION RECEIVED**

Works under the general direction of the Public Work's Director.

#### **SUPERVISION EXERCISED**

Employee supervises all Water and Wastewater Maintenance Operators.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Must have working knowledge and be capable of operating all Water Distribution and Wastewater Collection equipment, both for operation of the systems and repair and maintenance of the systems.

Performs, directs, and coordinates all maintenance and repairs on all aspects of the municipal water and wastewater systems.

Ensures an adequate inventory of repair and replacement parts for the City infrastructure systems are available when needed.

Assists with maintenance and repair of all equipment and vehicles related to the Public Works Department.

Processes Ordering, Coordinates Reading, repairs, installations, and maintenance of Water Meters.

Coordinates and assists with sewer maintenance and repairs such as flushing, vactoring, or jetting.

Maintain and coordinate an accurate infrastructure and equipment maintenance record.

Maintain an inventoried and accessible record of as-built construction plans.

Comply with and enforce all safety rules and regulations.

Shall have the required water and wastewater operator certifications required by the State of South Dakota. (Class II in Water Distribution and Wastewater Collection)

Assist with Snow removal efforts of the Public Works Department, Special Event Set-up or tear down, and work with any department of the City.

Be "On-Call" every three weeks for one week 24 hours a day.

Ensures proper and adequate city services are being maintained to all consumers and users at all times.

Makes written recommendation for discipline and/or dismissal.

Directs and plans work on a daily and weekly basis for all aspects of the Water and Wastewater Division of Public Works.

Assists the Public Work's Director with budget and infrastructure planning.

Utilize and maintain accurate paper and digital mapping of the city water distribution system and the wastewater collection system.

Schedules overtime as needed.

Cooperates with other city departments and assists when needed.

Conducts other duties as needed or assigned by the Public Work's Director.

Ensures all Municipal, State and Federal water and wastewater requirements of the City of Deadwood and its Certified Operators are always satisfied.

### **DESIRED MINIMUM QUALIFICATION:**

#### **EDUCATION AND EXPERIENCE**

Employee must possess a high school diploma or GED equivalent.

Must have supervisory experience.

A minimum of three (3) years' experience in the operation and maintenance of a water distribution system and wastewater collection system.

#### **NECESSARY KNOWLEDGE SKILLS AND ABILITIES**

Experience and knowledge of carpentry, plumbing, electrical, concrete and asphalt placement skills.

Must be able to operate backhoe, air compressor, front-end loader and other related equipment.

Ability to read and understand both utility and building construction plans.

Must be able to plan, organize, delegate and instruct all new water and wastewater operators on equipment used by the department and document training in employee's file.

Must be able to perform the upkeep of the city's infrastructure which include water reservoirs and piping, pressure control stations, manholes including their grade, wastewater collection pipe, city SCADA system, mapping, etc.

### **SPECIAL REQUIREMENTS**

Employee must possess a valid South Dakota commercial driver's license (Class B) or be able to obtain one within one year of hire.

Must have completed and be certified in South Dakota Water Distribution Class II and South Dakota Wastewater Collection Class II.

Supervisory experience is desired.

### **TOOLS AND EQUIPMENT USED**

Heavy equipment and machinery, hand tools, specialty maintenance equipment, computer, welder, power tools, meter reader, line locator, and snow removal equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are respectively 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.

The employee must be able to sit for a period of time. The employee must be able to lift or move 75 pounds. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception and ability to focus.

### **WORK ENVIRONMENT**

Lighting: natural or fluorescent

Space: open spaces or small spaces for repairs

Temperatures: extreme hot or cold temperatures may be encountered

Flooring: concrete, dirt, gravel, snow, ice, grass, etc.

Lifting: frequently up to 75 pounds

The work environment characteristics described here are representative of those an employee encounters while performing the essential function 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 outside in all types of weather conditions and is exposed to wet, hot, humid, cold conditions, fumes or certain airborne particles. The employee occasionally works near moving mechanical parts. Noise level in the work environment is usually moderate to noisy.

### **SELECTION GUIDELINES**

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

The job description does not constitute an employee agreement between employer and employee and is subject to change by the employee as the needs of the employer and requirements of the job change.

### **FUNCTIONAL JOB DESCRIPTIONS**

DATE: \_\_\_\_\_

Position: Water/Wastewater Superintendent

Employee Name: \_\_\_\_\_

Physician Approval: \_\_\_\_\_

Date Developed: 03/25/05 Revisions: 3/7/2022

### **PHYSICAL DEMANDS**

Note: In terms of an eight hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 - 10 HOUR DAY	COMMENTS
Sit	2	4	
Stand	2	2	
Walk	2	2	Uneven Surfaces and Varying Terrain

Occasionally = 1% - 33%      Frequently = 34% - 66%      Continuously = 67% - 100%

ACTIVITY	NONE	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			
Reach		X			

Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

### PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	75 pounds	50 pounds		
Lift (pounds)	75 pounds	50 pounds		

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	Operate motor vehicle
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	

### SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		Chlorine samples.
Depth Perception	X		
Less than arm's length work.	X		

70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		Hard hats, respirator and face mask, HPD, gloves, steel toe boots.
Correctable vision to 20/40 Near/Far	X		

## ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.	X		
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.	X		
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	X		
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		

Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		Chlorine.
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.	X		
Worker is subject to scheduled overtime.	X		On call.
Worker is subject to unscheduled overtime.	X		
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		
Worker is subject to night work hours.	X		

## MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		

Communication Skills: Develop written communications requiring grammar skills. Interact with customers on an explanatory basis. Interact with groups of people.	X X X		
Math Skills: Basic skills of addition, subtraction, and multiplication. Advanced math skills.	X X		
Reading Skills: Basic instructions material Technical information	X X		
Other			
Other.			

**JOB DESCRIPTION EMPLOYEE AGREEMENT  
for WATER and WASTEWATER SUPERINTENDENT**

I, \_\_\_\_\_, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date