



## **WATER / WASTEWATER SUPERINTENDENT POSITION DESCRIPTION**

### **GENERAL PURPOSE**

Responsible for Public Works Department procedures, routine and preventative 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 and wastewater collection system.

### **SUPERVISION RECEIVED**

Works under the general direction and supervision of the Public Works Director.

### **SUPERVISION EXERCISED**

Employee supervises all water and wastewater employees in the operation and maintenance of water distribution and wastewater collection system.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages and supervises the operations in the water and wastewater department to achieve goals with available resources; plans and organizes workloads and staff assignments; trains and motivates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and input in the direction and development of short and long-range plans for the department; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Assures assigned areas of responsibility are managed within budget; performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in preparing annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Must have working knowledge and be capable of operating all water distribution and wastewater collection equipment including the operations, 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 department are available when needed.
- Assures all equipment and vehicles are being maintained and serviced as required.

- 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.
- Maintains a positive work environment among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Responds to public inquiries about infrastructure related to the department that are made by telephone, correspondence, or during meetings.
- Maintains current 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.
- Ensures proper and adequate city services are being maintained to all consumers and users.
- Develops and reviews studies and standardizes procedures to improve efficiency and effectiveness of operations of the department.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to City policies and procedures.
- Utilize and maintain accurate paper and digital mapping of the city water distribution system and the wastewater collection system including an inventoried and accessible record of as-built construction plans.
- Assures personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances related to the department.
- Ensures all municipal, state, and federal water and wastewater requirements of the City of Deadwood and its certified operators are always satisfied.
- Enforces all safety rules and regulations associated with the department.
- Cooperates with other city departments and assists when needed.
- Manage and participate in department's "on-call" rotation as required.

### **PERIPHERAL DUTIES**

- Performs a variety of miscellaneous duties as assigned.

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### **DESIRED MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE**

- Employee must possess a high school diploma or GED equivalent.
- A minimum of three (3) years' experience in the operation and maintenance in the operation and maintenance of streets, lighting, and parking lots or any equivalent combination of education and experience.
- Must have supervisory experience.

#### **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 utility and building construction plans.
- Must be able to plan, organize, delegate, and instruct all water and wastewater employees on equipment used by the department and document training.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors, contractors, and the public including local, state, and national agencies.
- Must be able to perform the upkeep of the city's infrastructure including water reservoirs and piping, pressure control stations, manholes, wastewater collection pipe, city SCADA system, mapping, etc.
- Ability to communicate effectively orally and in writing.

#### **SPECIAL REQUIREMENTS**

- Must possess or be able to obtain by time of hire, a valid South Dakota Driver's License without record of suspension or revocation in any other State.
- 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.
- No felony conviction or disqualifying criminal histories.

#### **TOOLS AND EQUIPMENT USED**

Personal computer, including software associated with water and wastewater systems, copy machine, phone, mobile or portable radio.

Heavy equipment and machinery (Motor grader, front-end loader, snowplow, dump truck), hand and power tools, specialty maintenance equipment, welder, meter reader, utility line locator, and snow removal equipment.

### **PHYSICAL DEMANDS**

The physical demands attached hereto 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.

While performing the duties of this job, the employee must be able to walk on different types of terrain and in all types of weather. Must be able to sit for a period of time in an office environment and must be able to stand for long periods of time in inclement weather. The employee is frequently required to use hands to handle or operate tools, or controls, reach with hands and arms, climb or balance, stoop, kneel or crouch or crawl in all types of conditions.

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 lift or move up to 75 pounds

The work environment characteristics attached hereto 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. The 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 employer as the needs of the employer and requirements of the job change.