

## POSITION DESCRIPTION

<b>Position:</b>	Utility Superintendent
<b>Department:</b>	Harrison Utilities
<b>Reports to:</b>	Village Manager
<b>FLSA Status:</b>	Exempt
<b>Pay Grade:</b>	Pay Grade C
<b>Benefits:</b>	Insurance (health, dental, vision, life, disability), Health Savings Account, WI Retirement System, Paid Time Off, and Holidays

### Purpose of Position:

Under the general supervision of the Village Manager, this position is responsible for managing, planning and coordinating the operations of the water and sewer utilities with primary emphasis on conformance with federal, state and local regulations. Direct supervision is exercised over the Lead Systems Operator, Utility Operators and Utility Billing Clerk.

### Essential Functions:

- Supervises Utility staff on a day-to-day basis with the assistance of the Lead Foreman; hires, supervises and disciplines employees; enforces work rules, policies, and procedures; manages employee training and development, recommends personnel policies and decisions; appraises employees through annual performance evaluations.
- Works in conjunction with the Lead Foreman to efficiently and effectively manage and maintain day-to-day water/sanitary sewer distribution system operations.
- Schedule and perform proper maintenance of watermains, valves, services, meters, hydrants and other water system components, manholes and lift stations.
- Ensure compliance with all EPA, WDNR and PSC rules and regulations. Possess fundamental knowledge of the Lead and Copper Rule Improvements/Revisions and works in conjunction with the Director to coordinate Village efforts to comply with federal and state requirements.
- Oversee drinking water sampling, including bacteria and e-coli.
- Oversees water meter collection data processes, billing processes, and general office tasks. The position shall serve as the back-up of the Utility Billing Clerk.
- Complete or provide information required for the preparation of Village Board memos, Consumer Confidence Report, Compliance Maintenance Annual Report (CMAR), Capacity, Management, Operations, and Maintenance Report (CMOM), and audit reports.
- Preparation and administration of the annual Utility Budget. Continuously monitor revenues and expenditures to ensure conformance to the adopted budget.

- Manage oversight and maintenance of water/sewer utility records, files and documentation, and assist with incorporation into the GIS system.
- Coordinates staff support for winter snow and ice control operations.
- Preparation of short and long-term Capital Improvement Plans and short and long-term strategic plans for the utilities. Identifies equipment, facilities and infrastructure for incorporation into capital improvement plan.
- Prepare specifications for bids on capital equipment; and serves as purchasing manager for the utilities.
- Establishes safety standards and programs to provide for the safety, health and well-being of employees and residents.
- Plans and prioritizes seasonal and long-term projects.
- Performs all other duties as may be assigned by the Village Manager.

### **Education and Experience:**

Five (5) years of experience in the operation and maintenance of water distribution and sewage collection systems, and three (3) years of supervisory experience. GIS experience preferred. An equivalent combination of education and experience may also be considered.

### **Certificates, Licenses & Registrations:**

Possession of a valid Wisconsin Driver's License. Maintain the State of Wisconsin certification as a waterworks operator or ability to obtain within 12 months of appointment to the position.

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

- Extensive technical knowledge of water system operations and maintenance.
- Extensive technical knowledge of sanitary sewer collection system operations and maintenance.
- Knowledge of principles and practices of effective supervision and management.
- Knowledge of occupational hazards and procedures to enforce safe work practices.
- Ability to train, direct, coordinate, schedule, review and evaluate staff and work.
- Ability to establish and maintain effective working relationships with subordinates, peers, management and the general public.
- Ability to interpret related scientific, technical, legal, and financial reports, blueprints, schematics, diagrams, sketches, descriptions, surveys and other documents.
- Ability to independently analyze technical equipment and information and determine corrections and solutions.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to keep accurate records and prepare reports.

- Ability to work with mathematical concepts required in the performance of job duties.
- Ability to serve "on-call" a week at a time rotation

**Physical Requirements and Working Conditions:**

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, sitting and reaching with hands and arms and occasionally requires walking, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and depth perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

The Village of Harrison is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.