

**CITY OF BLACK HAWK
2016 Job Description**

JOB TITLE: Water Superintendent

DEPARTMENT: Public Works

REPORTS TO: Public Works Director

EXEMPT: Yes

HIRING RANGE: \$82,509 - \$94,885 / Annual

SUMMARY

Manages water system operations and supervises/coordinates activities of Utility Operators in operation and maintenance of water plants, pump stations, and the distribution system.

SUPERVISION RECEIVED AND EXERCISED

Direction provided by Public Works Director and the Water System Coordinator. Responsibilities include direct supervision of Water Department personnel, managing the water system operations. This is a working Superintendent/manager position, expected to participate in maintenance and work activities with other crewmembers including making recommendations and taking appropriate action and steps regarding discipline, commendation, termination or advancement of employees. Monitors and evaluates employees work performance and goal achievements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and is responsible for operation of multiple water treatment plants in accordance with all applicable State and Federal regulations and standards for water quality to ensure the production of high quality potable drinking water.
- Responsible for the operation and maintenance of the water system operations, water plants, pump stations, and distribution system.
- Evaluates work projects and estimating time, materials, equipment, and staffing needs.
- Direction is provided for treatment plant Lead Operators and work crews who are assisting in accomplishing specific duties. Assigns work and monitors progress. Guides, trains, and develops employees in all aspects of the operation and the accomplishment of their duties.
- Oversees water treatment plant startup, shutdown and all standard operating procedures.
- Oversees water plant operations to adjust to changing needs; adjust pumps, flow valves; and chemical feed systems.
- Manages the Installation, repairs and maintenance of the water mains, valves, pressure regulators, pumps and related equipment to the operation of the water treatment plants and distribution system.
- Oversee, monitor and evaluate plant processes via SCADA system. Compiles readings and test results into weekly and monthly reports.
- Drafts policies and procedures.
- Identifies areas needing improvement. Identifies upcoming projects.

- Identifies and informs department staff of present and potential problems and hazards and works with department staff to resolve accordingly.
- Schedules and completes continuing education to stay current with regulations and standards and management practices.
- Directs Utility Operators in maintenance and repair of the water plants, pump stations, distribution system, storage tanks, reservoirs, valves, hydrants, etc.
- Coordinates with CDOT to meet State requirements for distribution system repairs within State rights-of way.
- Coordinates with Street Maintenance Superintendent for scheduling City equipment and crews for routine and emergency repairs.
- Coordinates work with project managers, Water System Coordinator and the Planning department in the construction and repairs as they apply to the water system.
- Manages work performed by contractors, vendors and consultants
- Reviews water project design plans for compliance to water standards and specifications, and assists with modifications to City's Water standards and specifications.
- Administers and tracks the Construction Water Permit process and applications for water use from City hydrants and truck fill station by contractors.
- Schedules inspections of water taps and connections to City water system to ensure compliance with standards and specifications.
- Estimates Utility Operator hour requirements for completion of job assignments, and establishes or adjusts work procedures to meet schedules.
- With prior approval, locates and purchases materials and equipment according to City purchasing policies.
- Receive, review and submit bids/proposals for non-capital water system projects.
- Review bids and projects with the Water System Coordinator for capital improvements as they apply to the water system
- Evaluates and modifies work conditions, and recommends equipment purchases to increase efficiency of crew.
- Analyzes and resolves work problems.
- Monitors and evaluates surface water protection plan.
- Monitors Industrial and wastewater treatment plant discharge into source waters.
- Monitors and evaluates water demand and production totals.
- Attends Water Committee meetings and provides information and input on water system, water plant, future needs, etc.
- Attend staff meetings, project management meetings and work project meetings.
- Recommends major capital purchases.
- Provides input annually and regularly monitors the water administration/operations budget.
- Conduct cost tracking and optimization analysis for water operations.
- Responds to citizen inquiries and complaints regarding water conditions or services performed.
- Supervises, trains, assigns, and evaluates subordinate personnel in Water Department.
- Initiates and/or suggests plans to achieve work goals and motivate work crews.

- Maintains daily records of equipment, personnel, and materials used for each maintenance project.
- Maintains inventories of all equipment, parts, and supplies.
- Approves time sheets and leave requests for subordinate personnel.
- Drafts on call and shift schedules and adjusts accordingly to meet the department and City's needs.
- Evaluates, Oversees and implements preventative maintenance program for water plants and distribution system.
- Prepares State and Federal monitoring reports, including the annual consumer confidence report.
- Works with technical programming control systems such as SCADA, programmable logic control systems, process equipment calibrations and programming.
- Conducts annual leak detection survey.
- Implements, regulates and maintains the cross connection control program.
- Conducts and schedules water storage tank inspections.
- Prepares for and attends sanitary survey inspections with the Colorado Department of Health.
- Prepares reports for Insurance Survey Office inspections to the Fire Suppression Rating.
- Prepares water rights monitoring data.
- Required to be on call.
- Other duties as assigned

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

Knowledge of:

- Materials, methods, equipment and tools used in water operations and maintenance.
- Operation of a variety of maintenance and construction equipment, such as backhoes, loaders, dump trucks, saws, pumps, power and hand tools, plows, etc.
- Safe and efficient work practices that comply with local, state, and federal regulations.
- City's safety and loss regulations regarding safe work practices in trenches, roadways, chemical handling etc.
- Applicable State and Federal water quality standards and regulations.

Ability to:

- Be on-call in accordance with Department policies.
- Operates various types of equipment, such as backhoes, loaders, dump trucks, power and hand tools, plows, etc.

- Be technically able to perform a variety of tasks using word, excel etc. and control programs such as SCADA.
- Read and interpret plans, diagrams, and construction drawings.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Identify, present resolutions and take action when identifying areas needing improvements.
- Work independently in the absence of supervision.
- Present a professional, courteous, competent image that will reflect well on the Department and the City.
- Work effectively with other staff, citizens, and the public.
- Respond tactfully and courteously to public inquiries and complaints.
- Supervise, train, mentor and direct subordinate personnel.
- Recommend equipment and/or capital purchases to Public Works Director.
- Maintain records of personnel time, material usage, water quality testing, etc.
- Implement a preventative maintenance program for the water plants, equipment, process control systems and distribution system components.
- Respond to and schedule emergency and routine maintenance procedures.
- Understand and carry out the policies under the City of Black Hawk employee handbook.

EQUIPMENT USED

Pallet jacks, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Operate City vehicle and equipment.

EDUCATION and/or EXPERIENCE

- High School Diploma/GED
- 5 years' experience in Water Utility Operations.

CERTIFICATES and/or LICENSES

- Colorado Class A Water Operator Certification.
- Class 4 Distribution Systems.
- Colorado Cross Connection or Central Technician Certification.
- Valid Colorado Driver's License with safe driving record.

COMMUNICATION SKILLS

- Ability to respond to common inquiries or complaints from city employees and officials, general public and outside agencies.
- Ability to effectively present, both in verbal and written form, information to the Director of the PW Department, city employees, the public, and outside agencies.

REASONING ABILITY

Ability to define problem, collect data, establish facts, and draw valid conclusions and carry them out to meet City standards and to meet State and Federal compliance requirements

PHYSICAL DEMANDS

Work is performed in an office, plant, or field environment with regularly exposure to chemicals, noise, working near moving mechanical parts, fumes or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The incumbent is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration and work in precarious places, such as vaults. This position requires strenuous physical work. The employee is regularly required to sit, stand, walk, talk, hear, see, use hands and fingers, reach with hands and arms, and climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.