

**CITY OF BLACK HAWK**  
**2024 Job Description**

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<b>JOB TITLE:</b>	<b>Water System Superintendent</b>	<b>DEPARTMENT:</b> Public Works
<b>REPORTS TO:</b>	<b>Public Works Director /Water Resource Engineer</b>	<b>EXEMPT:</b> Yes
<b>SALARY RANGE:</b>	<b>\$112,779 - \$157,891 / Annual</b>	

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**SUMMARY**

Responsible for the overall operation and function of the City's water system. Supervises/coordinates activities of Utility Operators in operation and maintenance of two water plants, multiple pump stations, the distribution system, and the raw water system.

**SUPERVISION RECEIVED AND EXERCISED**

Direction provided by the Public Works Director and the Water Resource Engineer. Responsibilities include direct supervision of Water Department personnel. This is a working Superintendent 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 the operation of two 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, raw water systems, water plants, pump stations, and distribution system.
- Prepares and implements the Drinking Water Monitoring plan to comply with State and Federal Regulations, including lead and copper
- Evaluates work projects and estimating time, materials, equipment, and staffing needs.
- Direction is provided for treatment plant 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, raw water quality, demand, pumps, flow valves, and chemical feed systems.
- Responsible for the facilitating and tracking of all safety training, technical training, and certifications of operators.
- Participates in and oversees the installation, repairs, and maintenance of the water mains, valves, pressure regulators, pumps, and related equipment to the operation of the water treatment plants, pump stations, and distribution system by both staff and contractors.
- Provides input, reviews, and proposes revisions and modifications to the City's water Standards and Specifications.

- Oversee, monitor, and evaluate plant processes via SCADA system. Compiles readings and test results in weekly and monthly reports.
- Drafts policies and procedures.
- Identifies areas needing improvement. Maintain perpetual maintenance and capital improvement plan. Identifies upcoming projects.
- Develops and implements short and long term department plans and goals.
- 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., contracting out as appropriate
- Coordinates with CDOT to meet State requirements for distribution system repairs within State rights-of-way.
- Coordinates with other City departments for scheduling City equipment and crews for routine and emergency repairs, contracting out as appropriate
- Responsible for coordinating the permitting, scheduling, and monitoring of the commercial fire flow testing.
- Coordinates work with the Water Resource Engineer in the construction and repairs as they apply to the water system.
- Oversees and contract administration work performed by contractors, vendors, and consultants.
- Reviews water project design plans for compliance with Water Standards and Specifications, and assists with modifications to City's Water Standards and Specifications.
- Supervises the staff in the administration and tracking of 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 purchase 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 Resource Engineer 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, evaluates, and analyzes source waters for treatment.
- Responds to emergency spills into the source waters
- Monitors and evaluates water demand and production totals.
- Attends meetings and provides information and input on water systems, water plants, future needs, etc.

- Attend staff meetings, project management meetings, and work project meetings.
- Participate in recommendations for 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, and participates in the hiring of subordinate personnel in Water Department.
- Initiates and/or suggests plans to achieve work goals.
- Maintains daily records of equipment, personnel, and materials used for each maintenance project and prepares monthly reports.
- Maintains inventories of all equipment, parts, and supplies.
- Approves timesheets 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. Included, but not limited to: valve exercising and hydrant flushing.
- Prepares State and Federal monitoring reports, including the annual consumer confidence report.
- Works with integration contractors providing technical programming for 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.
- Schedules and attends water storage tank inspections.
- Prepares for and attends sanitary survey inspections with the Colorado Department of Public Health and Environment. Implements required mitigation.
- Prepare and update the Vulnerability Assessment Report.
- Responsible for the completion of all emergency repairs.
- Maintains and updates the emergency response plan.
- Responsible for customer service activities related to the production and distribution of potable water.
- Operate Green Lake in compliance with dam safety regulations
- Required to be on call.
- Other duties as assigned

**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, UTVS, dump trucks, loaders, 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:**

- Lead and supervise employees.
- Be on-call in accordance with Department policies.
- Be able to perform a variety of tasks using Word, Excel, etc., and control programs such as SCADA.
- Be able to complete water main break repairs.
- 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 Water Manager and 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.

**EDUCATION and/or EXPERIENCE**

High school diploma or GED and a minimum of eight (8) years' experience operating a water treatment facility in an ORC or Lead position. Formal vocational training in water treatment desired. Equivalent combinations of education, training, and experience may be considered.

**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 a safe driving record.
- Flagger certification.
- Class B CDL with air brake or ability to obtain within 24 months of hire.

**EQUIPMENT USED**

Pallet jacks, skid loader, UTV, dump trucks, City pickup, 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.

**PHYSICAL DEMANDS**

Work is performed in an office, plant, or field environment with regular 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 employee 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 fifty (50) 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 those authorized to work and live in the United States.

**I have read and fully understand the job duties of the job description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_