

Assistant Superintendent of Water Distribution

Reports To: Superintendent of Water Distribution

FLSA Status: Exempt

Grade: M

Department: Water

Summary: Directs technical staff who maintain the water distribution system. Supervises all employees working with distribution mains, service lines to customers, hydrants, valves, storage tanks and pump stations. Schedules and directs division work assignments using safe work techniques and procedures. Assists in the management of department equipment maintenance functions. Performs duties of the Superintendent of Water Distribution in her or his absence. Duties are performed under general supervision and are subject to review by Superintendent of Water Distribution and Water Director.

Essential Functions include the following. Other duties may be assigned.

Inspects work performed by subordinate employees, reviews work problems, and advises on work methods.

Coordinates the Water Department's activities in the Joint Utility Location Information for Excavators (JULIE) program.

Assists in the daily and long term planning, prioritizing, assigning, supervising, and reviewing of the work performed by water distribution crews.

Participates in and directs the attainment of the goals and directives set forth by the Water Department's Strategic Plan and other City of Bloomington goals.

Assists the Superintendent of Water Distribution in budget preparation and administration of the division budget.

Advises, coaches and enforces the use of proper safety equipment and techniques for field crews.

Advises the Superintendent of Water Distribution on technical and personnel issues.

Prepares detailed records on work performed, materials used and the distribution of man-hours to various accounts.

Assists the Superintendent of Water Distribution in preparing monthly reports to the Finance Department.

Responds, documents, and resolves complaints from stakeholders.

Supervisory Functions

Supervises, assigns and controls work of meter services and distribution crews; issues work orders; inspects work in progress and upon completion, finalizes work orders.

Participates in the hiring process, and assists in the oversight of safety and training programs for the division.

Assures adherence to work order standards and trains employees in the proper methods of testing, changing, and installing new and existing meters.

Monitors and tracks time and attendance for approximately 20 full-time and four seasonal employees, documenting leave use and availability for work scheduling.

Sets staff goals for assigned crews, evaluating employee performance against clearly defined standards and functions.

Qualifications

To perform this job successfully, an individual must be able to perform all essential functions 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 the essential functions.

1) Education/Experience: Bachelor's degree, preferably in engineering, minimum of 3-5 years of experience in hands-on water/sewer construction experience, at least five years preferably in a water system of equivalent size or larger; or any equivalent combination of training, education, and experience.

2) General Skill Levels: Thorough knowledge of water distribution systems repair and management practices. Thorough knowledge of water system construction and maintenance. Thorough knowledge of City, county, state, and federal regulations as they pertain to water distribution systems. Thorough knowledge of the occupational hazards involved and the safety precautions necessary in water distribution. Ability to use word processing, spreadsheet, Internet and e-mail software, and City software applications as needed by the department. Ability to plan, layout, and supervise the work of subordinates engaged in various maintenance and repair assignments. Ability to anticipate personnel, equipment, and material requirements related to department work. Ability to schedule and direct the work of employees following the requirements of City policies and the union contract. Ability to manage functions, resolve conflict and work harmoniously with department heads, officials, employees, outside professionals and the general public. Ability to effectively communicate technical data verbally and in written form. Ability to prepare detailed work reports. Ability to coach and provide technical training to subordinate staff. Ability to identify individuals with the technical and interpersonal skills to lead crews and projects. Ability to direct, appraise and discipline staff in a respectful and constructive manner. Ability to delegate tasks as appropriate.

3) Certificates and Licenses: Illinois Driver's License required; Licensed Professional Engineer strongly preferred.

Supervisory Responsibilities: Manages approximately 20 full-time and four seasonal employees in the Water Distribution division under shared responsibility with Superintendent of Water Distribution. Carries out supervisory responsibilities in accordance with City policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; responding to emergency after-hours and weekend calls, appraising performance of employees; recommending rewards and discipline for employees; addressing complaints and resolving problems, as assigned by the Superintendent of Water Distribution.

Physical Requirements/Working Conditions: Work is performed in office and field environments. Work may require driving between work sites in town and to other locations for meetings, and may include emergency availability during weekend and evening hours. The physical demands on this position may include lifting and manipulation of heavy objects, primarily for demonstration and training. Oversight activities may take place in dusty, moist or humid conditions in a range of outdoor temperatures.