

## Superintendent of Water Distribution

**Reports to:** Water Operations Manager

**Supervisory:** Yes

**FLSA Status:** Exempt

**Department:** Public Works, Water Division

### **Summary:**

Directs, plans, organizes, coordinates and supervises activates and work projects related to the water distribution system. Schedules and directs division work assignments using safe work techniques and procedures. Work is coordinated with the crewleaders and other municipal departments to ensure its timely performance. Work is reviewed under the general direction of the Water Operations Manager.

This position has frequent contact with members of the general public, including responding to questions and informing the public on matters within the water division.

### **Essential Functions:**

Other duties may be assigned. (This list may not include all of the tasks and/or knowledge which may be expected of the employee, nor does it cover all of the specific duties which may be required).

Organizes, coordinates, assigns, reviews, and supervises personnel performing installation, maintenance, testing, and repair work in the water distribution system; inspects jobs under way and upon completion; advises on work methods and problems; inspects jobs upon completion; prepares detailed work reports.

Supervises and coordinates the Water Division's activities in the Joint Utility Location Information for Excavators (JULIE) program.

Orders repairs, parts and tools; maintains a limited inventory of repair parts; maintains an equipment and tool inventory.

Responsible for crew safety ensuring that proper on-the-job safety procedures are followed and safety equipment is consistently and properly used. Supervises and instructs on proper procedures, equipment and documentation of safety practices.

Prepares detailed job reports, records, and work orders; lists materials used, work performed, and man hours devoted to respective jobs.

Coordinates and maintains positive relationships with other City departments, other governmental entities, and private utilities in the course of performing assigned work.

Assist and make recommendations for preparation and implementation of the division's budget, and capital improvement plan, consistent with standard operating procedures and departmental priorities.

Develop, recommend, revise, and enforce organizational and departmental standards operating procedures including City policies, and safety rules and regulations.

Participate and make recommendations in personnel matters including, but not limited to, interviewing and selecting employees, and offering advice and assistance when necessary; and handling employee complaints.

Responds, documents, and resolves complaints from stakeholders.

Assist in administering union contracts, including addressing grievances and recommending discipline when necessary.

Performs related work as required.

**Qualifications:****1) Education/Experience:**

Graduation from high school, preferably supplemented by college level or technical school courses in public administration, public works, civil engineering, and/or courses in supervisory techniques; considerable hands-on experience in water/public works construction, repair, and maintenance work, with at least five years experience in water systems of the equivalent size or larger, including supervisory experience of union employees; or any equivalent combination of training and experience.

**2) General Skill Levels:****Knowledge of:**

- Municipal water system grid and its components, including repair, maintenance, construction, and work methods.
- City, county, state, and federal regulations as they pertain to water distribution systems.
- Standards and occupational hazards involved and the safety precautions necessary in the performance of assigned work.
- Computer and computer software system(s) including but not limited to the email, work order system, internet searches, GIS, and SCADA diagnostics and programming.
- Practices, methods, tools, equipment, and materials used in a water distribution system.
- Occupational hazards involved and the safety precautions necessary in the water distribution system.
- Principles of supervision, training, mentoring and coaching in a collectively bargained work environment.
- Customer focused approaches as related to the duties of the position.
- Report preparation methods and techniques.
- Developing and managing within a budget.

**Skills:**

- Planning, organizing and directing a work force within the responsibilities of this position.
- Transferring technical knowledge to operational activity to achieve desired results.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Communicating clearly, effectively and professionally both orally and in writing.
- Organizing work, setting priorities, meetings critical deadlines and following up on assignments with minimum direction.
- Supervising, directing, coaching, mentoring and training direct reports.
- Analyzing operational situations and implementing improvements and solutions to problems.
- Utilizing computer applications such as email, Word and Excel as related to the duties of the position.
- Using and understanding basic mathematics.

**Ability to:**

- Prepare detailed work and operational reports.
- Deal with the public in general and difficult work situations.
- Ensure that proper on-the-job safety procedures are followed and safety equipment is properly and consistently used.
- Read and understand technical information including plans and blueprints and apply guidelines and regulations to operational situations.

- Communicate orally and in writing with internal and external stakeholders professionally.
- Understand and follow general oral and written instructions.
- Work evenings, nights and weekends as required and respond to emergency and planned off hour situations.
- Correctly perform basic arithmetic.
- Correctly take, record and use measurements.
- Undertake responsibilities with initiative and judgment.
- Establish and maintain effective relationships with subordinate personnel, managers, and the public.
- Direct, appraise and discipline staff in a respectful and constructive manner.
- Delegate tasks as appropriate.
- Utilize word processing, spreadsheet, Internet and email software, and City software applications as needed.
- Organize and plan work and work assignments based on changing needs.
- Assign and schedule employees. Demonstrate fairness concerning workloads and assignments and supervise under a collective bargaining agreement.
- Coach, train and mentor employees to develop a positive and productive work environment. Respectfully discipline employees to correct negative behaviors when needed.
- Ensure that work standards are met, including the ability to visit and visually inspect outdoor worksites, to identify and take appropriate corrective action when standards have not been met.
- Anticipate personnel, equipment and material requirements related to maintenance and repair assignments.
- Document, track and interpret work performance measurements and make operational adjustments to ensure efficient and effective results.
- Adjust their own work schedule as required to respond to emergencies and events.

**3) Certificate or Licenses:**

a. Required

Possession and maintenance of an Illinois Driver's License

Possession of or the ability to obtain an Illinois EPA Public Water Supply Class D Operators License within eighteen months (18) months from the date of hire. Timeframe can be extended based on approval of the Public Works Director.

**4) Physical Requirements/Working Conditions:**

Work is performed in both office and field environments. Work requires driving between worksites in town and occasionally to other locations for meetings. The physical demands on this position may include traveling to and traversing outdoor worksites with uneven terrain to inspect work, lifting and manipulation of heavy objects, primarily for demonstration and training, but in most cases physical activity is of an oversight nature. Oversight activities may take place in dusty, moist or humid conditions and in a wide range of outdoor temperatures.