

# Water Superintendent

## General Definition of Work

Performs a variety of skilled, technical, supervisory and administrative work in planning, organizing and directing the installation, maintenance and repair of the County water transmission systems, pumping facilities, water tanks, and related public utilities operations, managing the department budget, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is reported to and performed under the general direction of the Director of Water and Wastewater Systems. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

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

## Essential Functions

*Duties may include, but are not limited to, the following examples*

- Plans, directs, administers and supervises the installation, maintenance and repair of water mains and appurtenances, meter services, pumping facilities, water tanks, sanitary sewer collection mains and services, and coordinates with the wastewater director in assisting in repairs and maintenance to sewer lift stations or other work as directed.
- Ensures compliance with Federal, State and local environmental laws; ensures compliance with permit requirements.
- Receives and responds to inquiries and complaints from citizens.
- Prepares and reviews a wide variety of reports; maintains files and records.

## Operations and Maintenance

- Plans preventive maintenance for the water distribution system, pump stations, tanks and associated appurtenances. Coordinates planning of needed maintenance with the Wastewater Superintendent as required.
- Coordinates the installation, maintenance and repairs of water system assets with outside contractors as directed.
- Coordinates with adjoining municipalities in the operation and maintenance of transmission systems.
- Troubleshoots operational issues, coordinates, recommends and plans emergency repairs to the water system, ensures minimal water outages and compliance with safe drinking water standards.
- Maintains a variety of records relating to equipment, supplies, operational and consumption/water loss reports.
- Ensures that all the necessary materials, tools, supplies and equipment are available by maintaining an inventory of such and makes recommendations for purchases of new items.
- Oversees and assigns the proper routine maintenance of vehicles, trailers, heavy equipment, light equipment, power tools.
- Coordinates with the Office Administration in completion of customer work orders, meter reading, meeting with customers and addressing complaints.
- Oversees the Supervisory Control and Data Acquisition system (SCADA) to ensures proper operation and control of the water transmission system.
- Ability to use current GIS/GPS technology in implementing work and preventative maintenance; implement new technologies to improve the efficiency and documentation of asset management.

## Regulatory Compliance

- Performs, directs and oversees analysis of water samples to maintain compliance with the Virginia Department of Health Waterworks operation permits.
  - Directs work within State Right-of-Ways and ensures compliance with VDOT Right-of-Way utility permit and VDOT work area protection manual.
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- Must obtain a comprehensive knowledge of County Ordinances which apply directly to Water and Wastewater operations; Make informed decisions and judgements as they relate to enforcement of the Ordinances.

## **Staffing Functions**

- Assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.
- Supervises, instructs and assists the Maintenance Supervisor, Chief Water Operator and Maintenance Technicians in routine and emergency activities.

## **Engineering/Planning**

- Assists Director of Water and Wastewater Systems with reviewing plans and specifications for utilities projects, inspects work for compliance as directed.
- Assists in the design, installation and placement of meter installations, water lines, pumps and appurtenances.
- Provides recommendations regarding heavy equipment purchases, and requisitions all supplies and materials needed for effective department operation.
- Prepare cost estimates and minor design plans as directed.
- Attend public, administrative and governing body meetings as required.

## **Budgeting**

- Assists Director of Water and Wastewater Systems in developing departmental operating and capital improvement budgets.
- Reviews and manages operating budget and monitors expenditures to assure budget compliance.
- Analyzes annual operating costs and makes recommendations for department budget.
- Reviews and approves invoices for payment; prepares and approves purchase requisitions.
- Coordinates the requisitions of needed supplies for the department.

## **Safety**

- Ensures departmental activities are conducted safely and within regulatory requirements.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety protocol and procedures and monitoring work in progress.
- Implements safe work practices and ensures compliance with VOSHA requirements.

## **Supplemental Information:**

### **Knowledge and Abilities**

*The following are a representative sample of the knowledge and abilities necessary to perform the essential duties of the position.*

Knowledge of:

- Extensive knowledge of the principles and practices of municipal water and wastewater systems.
  - Water/Wastewater treatment and distribution.
  - County personnel policies, procedures and practices, performance evaluation practices.
  - Basic maintenance, plumbing, mathematics and chemistry.
  - Reporting, sampling and testing requirements.
  - Biological and chemical testing practices used in water/wastewater field operations.
  - Safe work practices applicable to working in/around water and wastewater facilities.
  - Supervisory practices.
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- Training techniques.
- Regulations governing production, collection, treatment, distribution operations, sludge disposal.
- Reclaimed and discharged water/wastewater standards.
- Budgeting principles and practices.
- Federal, state and county reporting requirements and practices.
- Interagency coordination procedures.
- Related industry computer hardware and software.

Ability to:

- Plan, organize and manage the work of others engaged in water/wastewater production/collection, treatment, distribution through subordinate staff; monitor plant, maintenance and repair operations and make operational changes.
- Ensure mandated quality standards are obtained; identify and analyze operational and administrative problems and implement necessary procedural change.
- Read, interpret and work from blueprints, maps, drawings, sketches, specifications and other technical documents.
- Research, understand, interpret, explain and comply with laws, regulations and policies governing water/wastewater operations.
- Collect and analyze data to establish/identify needs, evaluate program effectiveness, prepare budgets, narrative, cost, analytical and/or statistical reports.
- Understand and prepare costing and financial analysis and service options and analyze expenditure reports.
- Develop and manage construction and consulting contracts to ensure scope of work deliveries.
- Troubleshoot difficulties and direct corrective action to the operation of various facilities.
- Review techniques on work records and reports.
- Maintain accurate records and document actions taken.
- Determine the appropriate course of action in emergency or stressful situations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.
- Follow and enforce safe work practices.
- Research regulations, procedures and/or technical reference materials.
- Organize and prioritize work assignments; make routine arithmetical calculations

## Desired Minimum Education, Qualifications

- Graduation from a *Four (4)* year college or university with a degree in Civil Engineering, Construction Engineering and Management, Environmental Science, or closely related field; and
- Five (5) years of experience relating to the operation, repair and maintenance of water or wastewater collection systems or treatment systems including the operation of related maintenance equipment; or
- Any equivalent combination of education and experience.
- Must possess a Class IV or higher Waterworks Operator Certification as issued by the Virginia State Board for Certification of Water or Wastewater works Operators; or be able to possess one of these within one year.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting and speaking or hearing and occasionally requires using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; 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

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information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the Commonwealth of Virginia.

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