

WATER/WASTEWATER SYSTEM SUPERINTENDENT

JOB DESCRIPTION

Classification Responsibilities: The Water/Wastewater System Superintendent is responsible for the management and direction of the Operation and Maintenance of the City's Water Distribution and Wastewater Collection systems which includes all activities related to the design, installation, inspection, repair, and maintenance of the Water Distribution and Wastewater Collection system including mains, services, valves, and fire hydrants, lift stations, odor control facilities and metering stations. The incumbent performs a variety of administrative tasks and oversees subordinate supervisors, technical workers and other field employees. Duties include: planning, organizing, coordinating, staffing, and directing of the Water Distribution and Wastewater Collection system activities which performs construction, operation, maintenance, installation and repair of the Water Distribution and Wastewater Collection systems; responsible for handling all aspects of hiring, disciplinary, firing and performance evaluations of employees; prepares and oversees section and responsibility center budgets; monitors and administers the Operations and Maintenance budget for both sections; participates in the Water Distribution and Wastewater Collection Section's long-range and strategic planning; prepares requests for estimates, requests for bids, and other documentation for maintenance projects; oversees the development, data entry into, and reports generated from asset management software including databases that stores information on the maintenance and repair of valves, line breaks, fire hydrants; acts as Occupational Safety and Health Administration (OSHA) competent person in overseeing activities with asbestos containing materials; reviews and comments on Engineering plans and specifications for Water Distribution and Wastewater Collection projects; provides input to Engineering on installation details, acceptable manufacturers, and materials of construction; and updates standard details related to water and wastewater projects.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from other supervisory classes in the Water Utility section by having full-range of supervision over both Water Distribution and Wastewater Collection System employees including Field Supervisors, Crew Leaders and their subordinates. The incumbent is responsible for providing City media representatives with all pertinent information related to emergency water or wastewater problems, issues, and outages. The employee in this class must be available on a 24-hour basis to cover emergency situations. This position is given considerable latitude for independent judgment and decision-making in order to ensure compliance with federal and state drinking water standards. The employee is responsible for maintaining a safe working environment which complies with federal, state and City guidelines. This class receives administrative direction from a Deputy Director level, who reviews the work through reports, conferences and evaluation of results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Engineering, Business Administration, Business Management, Organizational Management, or closely related field. Four to six years of experience in the administration, planning, operation, and maintenance

of water distribution and/or wastewater collection facilities and/or systems. Three years of supervisory or management experience. Proficiency in Windows based software, including Word, Access, and Excel.

Special Requirements. Must possess Grade III Water Distribution Operator and Grade III Wastewater Collection Operator Certification from Arizona Department of Environmental Quality (ADEQ) by application date. Must be able to obtain Grade IV Operator Certification from ADEQ in both disciplines within one year of hire or promotion. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with contractors, developers, engineers, inspectors, customers, clients, vendors, the public and other City employees in order to disseminate information regarding the Water Distribution system and Wastewater Collection programs resolve related problems and provides project status and updates to Water Resources administrative staff. Serves as the Water Resources Department representative at meetings related to water and wastewater system issues. Produces written documents such as letters, memos, budgets, data summaries and ordinances in order to convey information to others. Prepares subordinate performance appraisals. Communicates with the public in order to prevent, resolve, or minimize the impact of utility problems

Manual/Physical: Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings or to perform field inspections of job site conditions, work crews and equipment in order to ensure compliance with ADEQ and Maricopa County standards and other regulatory organizations. Enters data or information into a personal computer (PC) in order to produce documents, databases, and reports. Observes, inspects, and monitors field supervisors and work being performed to determine compliance with prescribed operating or safety standards and industry standards for operations and maintenance. Uses graphic instruments such as as-builts, blueprints, schematic drawings, layouts, quarter sections, or other visual aids in locating facilities and troubleshooting. Attends OSHA competent person training for overseeing activities with asbestos containing materials and implement operating procedures for subordinates.

Mental: Comprehends and makes inferences from written material in order to analyze data, produce documents, supervise staff, and make operational decisions. Supervises and evaluates the work of subordinate supervisory and administrative staff. Evaluates the work of subordinates and writes performance appraisals. Prioritizes and assigns work to personnel or prioritizes own work. Monitors budget for the Water Distribution and Wastewater Collection Sections. Directs the database development and updating of water system maintenance management system including but not limited to water valves, line break history, and fire hydrants, Sanitary Sewer Overflows manhole inspections and pump efficiency tests. Reviews substance and grammar of documents produced by subordinates. Analyzes utility problems and determines corrective actions. Learns job related material through hands on training and in a classroom setting. Analyzes data in order to make recommendations to management regarding projects for repair and replacement, staffing, and budget. Directs a cross training and backup

program for providing resources through efficient use of available personnel in similar classes. Participates in the long-range planning and design of water infrastructure replacement and maintenance projects. Coordinates work activities and program functions with other City departments. Performs mathematical calculations. Understands and/or interprets blueprints, schematic drawings, and layouts.

Knowledge and Abilities:

Knowledge of:

engineering related principles and practices applicable to water distribution, large water valve operation and maintenance including complex pressure reducing stations, line flushing programs, and fire hydrant maintenance and performance;
wastewater collection systems;
principles, materials, methods, and techniques used in the repair and maintenance of sewer lines;
safety methods and procedures used in wastewater collection system work;
pumping stations, metering and sampling station, and odor control stations;
contract administration for contracted sewer cleaning and roach control;
City ordinances and federal, state, and county rules and regulations applicable to water distribution and Wastewater Collections;
the design standards, materials, and construction;
the principles and practices of engineering and the methods and techniques used in design;
principles and practices of employee supervision and training;
purchasing practices relating to non-warehoused tools and components used in utility construction and maintenance;
Geographic Information System (GIS) policies, procedures, and implementation requirements;
engineering design and specifications used in typical water distribution and wastewater system plans;
and PC-based word processing and database programs.

Ability to:

be tactful with the general public and utility customers;
learn the policies and procedures of the Water Resources Department;
apply appropriate engineering principles to ensure compliance with water distribution and wastewater collection standards and specifications;
read, review, and interpret engineering bid plans for water/wastewater system improvements and provide comments to engineering consultants and developers;
supervise subordinate employees by participating in hiring and discharge activities, preparing performance evaluations, initiating disciplinary actions, and serving as management's representative in the first step of the grievance process;
interpret project plans, blueprints, and diagrams to determine equipment, materials, and supplies needed to complete project;
understand established procedures for installing, maintaining, and repairing water and wastewater mains;
review and evaluate capital improvement plans, as built construction; and
interact with a wide variety of professional agencies, city departments, manufacturers, and developers to establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Special Requirements 6/16

LW/st/th

CS5446.DOCX

PAY GRADE: 55

EEO-O/A

IND-7520

JOB FCTN-ADM

SWORN-No

INCREMENTS 54-200