

WATER/WASTEWATER SYSTEM SUPERINTENDENT

JOB DESCRIPTION

Classification Responsibilities: The Water/Wastewater System Superintendent is responsible for planning, directing, organizing, and supervising the City of Mesa's water supply, water distribution, and wastewater collection ("water/wastewater utility systems") field operations, which includes all activities related to the design, installation, inspection, repair, operation, and maintenance of the City's water/wastewater utility systems, including wells, pump stations, reservoirs, pressure reducing valve stations, water and sewer mains, services, water valves, fire hydrants, lift stations, odor control facilities, metering stations, and all other related infrastructure. The incumbent performs a variety of administrative tasks and oversees subordinate supervisors, field coordinators, technical workers, and other field employees engaged in operations and maintenance activities. Duties include: planning, organizing, coordinating, staffing, and training of water and wastewater utility staff; responsible for direct observation and oversight of related Capital Improvement Projects (CIP), Department utility construction projects, operation, maintenance, installation and repair of the City's water and wastewater utility infrastructure; responsible for handling all aspects of hiring, discipline, firing, and performance evaluations of employees; reviews, monitors, and administers the operations and maintenance budget for the water distribution, water supply, and wastewater collections activities; participates in long-range and strategic planning; prepares requests for estimates, requests for bids, and other documentation for maintenance projects; oversees the development, data entry, and reports generated from asset management software, including databases that store information on the maintenance and repair activities of the City's water and wastewater utility systems. Acts as the department's security liaison for Phoenix-Mesa Gateway Airport by reviewing all requests for security ramp driver renewals; interacting with Department of Health and Human Services on issues related to retired Air Force property; and by completing the annual Area Utilization Report. Working with Department Engineering staff, reviews and comments on plans and technical specifications for water supply, water distribution, and wastewater collection system projects; provides input to Engineering staff on installation details and acceptable materials of construction; attends weekly construction meetings and observes progress of related construction projects in the field; updates standard details related to water and wastewater projects; and, with Engineering representatives, reviews applications and makes recommendations for additions to the water/wastewater utility system approved products list.

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 Department by having full-range of supervision over water and wastewater utility system employees, including Field Supervisors, Field Coordinators, Maintenance Specialist IIIs, 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 to ensure compliance with federal and state drinking water standards. The employee is responsible for maintaining a safe working environment that 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 experience. Proficiency in Windows based software, including Word, Access, and Excel; Graphical Information Systems (GIS); and Computerized Maintenance Management Software (CMMS).

Special Requirements. Must possess Grade IV Water Distribution Operator and Wastewater Collection Operator certifications from the Arizona Department of Environmental Quality (ADEQ) or equivalent certifications from another state through reciprocity with Arizona by application date. Certifications through reciprocity must be obtained within 3 months 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 to disseminate information regarding the water/wastewater utility system programs, and resolves related problems and provides project status and updates to Water Resources administrative staff. Serves as the Department representative at meetings related to water/wastewater utility system issues. Produces written documents such as letters, memos, budgets, data summaries and ordinances to convey information to others. Prepares subordinate performance appraisals. Communicates with the public to prevent, resolve, or minimize the impact of utility problems. Responds to questions regarding the water distribution and wastewater collection systems.

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 to ensure compliance with ADEQ and Maricopa County standards and other regulatory organizations. Enters data or information into a personal computer 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. Implement operating procedures for subordinates.

Mental: Comprehends and makes inferences from written material 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 and prioritizes own work. Monitors budget for the

water/wastewater utility system. 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, vibration analyst, shaft alignment, 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 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. Prepares annual Department of Emergency Management reports, Continuity of Operations, and Emergency Response Plans.

Knowledge and Abilities:

Knowledge of:

engineering related principles and practices applicable to water supply, construction, operation and maintenance of wells, pump stations, reservoirs and pressure reducing valves;
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;
City ordinances and federal, state, and county rules and regulations applicable to water wells 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;
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 City employees, the public, and utility customers;
learn the policies and procedures of the Department;
apply appropriate engineering principles to ensure compliance with water distribution and wastewater collection standards and specifications;
read, review, and interpret engineering reports, 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 2/19

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INCREMENTS 62-200

PAY GRADE: 58

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