



CITY OF POCATELLO

CLASSIFICATION SPECIFICATION

Water Superintendent

Department: Water

Reports to: Public Works Director

Pay Grade: H16

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Water Superintendent directs the operations of the City Water Department to ensure the delivery of a sufficient supply of potable water for culinary use and fire protection in compliance with all state and federal water quality standards.

The job supervises department staff through subordinate supervisors. The job reports to the Public Works Director. The job requires a Class IV Drinking Water Distribution Operator certificate.

The job requires knowledge of the construction, operation, maintenance, and repair of the City water supply, storage, and distribution system.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes a public building environment and outdoors that may include exposure to working in adverse weather conditions and hazards involving the use of heavy equipment and traffic. The noise level in the work environment is usually moderate.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Directs the operations of the City Water Department to ensure an adequate supply of potable water for culinary use and fire protection in compliance with all state and federal water quality standards.

Directs the construction, maintenance, and repair of City wells, pumping and booster stations, storage facilities, water mains, service lines, hydrants, meters, telemetering system, storm drains, and related water distribution systems and equipment.

Manages the Department's budget including creating, revising, and implementing an annual budget.

Prepares and implements short- and long-term facility plans, rate studies, fleet and equipment replacement, and capital improvements.

Hires, supervises, trains, schedules, evaluates, and disciplines employees, including terminations.

Develops and implements policies and procedures.

Researches, writes, opens, reviews, and recommends awarding Department bids.

Prepares and manages contracts for service providers and consulting engineers. Supervises work of non-departmental consultants, vendors, and contractors.

Directs the acquisition, maintenance, and repair of Department vehicles and equipment.

Maintains records and documentation of operations, maintenance, and repair. Prepares periodic reports, as requested. Prepares and disseminates communications to the public on Department operations, policies, and activities. Prepares technical letters, reports, policies and procedures, and memos to customers, regulators, elected officials, managers, peers and subordinates.

Coordinates with engineer, developers, and City staff to ensure the water system meets future growth projections and demand requirements.

Acts as consultant and liaison to other City departments, staff, officials, and committees as well as community agencies and groups.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives for the direction of the City Water Department;
- Methods, techniques, and objectives for the construction, maintenance, and repair of City wells, pumping and booster stations, storage facilities, water mains, service lines, hydrants, meters, telemetering system and related water distribution systems and equipment.
- Methods, techniques, and objectives of vehicle and equipment acquisition, maintenance, and repair;
- Employee hiring, supervision, training, evaluation, disciplinary, and termination methods, techniques, and objectives;
- Municipal budgeting processes, including formulating and implementation;
- Preparation and maintenance of documents, records, and logs;
- Methods, techniques, and objectives of long- and short-term planning and implementation;
- Operation of a personal computer and job-related software applications;
- Federal (EPA), state (DEQ), and other applicable drinking water quality standards;
- State, local, and other applicable building, safety, and health codes and regulations;
- Federal regulations and City policies regarding safe work practices relating to confined spaces, use of heavy equipment, power tools, ladders and power lifts, and repair and maintenance materials.

Skill and Ability to:

- Direct the operations of the City Water Department to ensure the delivery of a sufficient supply of potable water for culinary use and fire protection in compliance with all state and federal water quality standards;
- Direct the construction, maintenance, and repair of City wells, pumping and booster stations, storage facilities, water mains, service lines, hydrants, meters, telemetering system, storm drains, and related water distribution systems and equipment;
- Supervise the operation, maintenance, and repair of vehicles and equipment, including specialized maintenance equipment and light, medium, and heavy equipment;
- Hire, train, supervise, and evaluate the work of employees;
- Operate a motor vehicle;
- Operate a personal computer, including programs and applications specific to the duties;
- Read, analyze and interpret technical studies, manuals, blueprints, laboratory reports, charts and/or diagrams;
- Maintain maintenance and operational records, logs, and documentation;

- Create and implement an annual budget, including monitoring spending for compliance;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Work independently and exercise initiative, with general guidance and supervision;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Use effective judgment to make sound and reasonable decisions and problem-solving skills in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Bachelor's degree preferred in civil engineering or a related field;
- Civil Engineering license is required;
- Class IV Drinking Water Distribution Operator certificate required*;
- Idaho driver's license required;
- Five (5) years' experience in a related field with three (3) years supervisory experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials or manipulate tools, and reach with hands and arms; keyboard; and operate a motor vehicle or job-related equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity, speaking ability and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.