

THE CITY OF ST. CLAIRSVILLE

An Equal Opportunity Employer

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POSITION DESCRIPTION

| | | | |
|-----------------------|-----------------------------------|------------------------------|---------------------------|
| Employee Name: | | Position Title: | Superintendent – Water |
| Class Number: | | Class Title: | Superintendent |
| Depts./Div.: | Water | Employment Status: | Full-time |
| Reports to: | Director of Public Service/Safety | FLSA Status; Pay: | Exempt |
| Normal Hours: | Varies | Civil Service Status: | Unclassified |

GENERAL DESCRIPTION:

Under general direction, the Superintendent is responsible for the efficient operation of the municipal Water Plant; laboratory; and general operation of the Water Department; as well as serving as the official Operator of Record for the Water Plant.

QUALIFICATIONS: (An example of minimum acceptable qualifications)

Completion of secondary education or equivalent (high school diploma or GED), Bachelor degree, preferred; minimum of five (5) years progressive experience in water plant operations and water distribution; record of success in supervising the work of others; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance plan. Must be certified as "OEPA Fully Approved Lab Analysis"; Ohio Class III Water Supply Operator's License.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Laboratory equipment; computer, copier, fax, telephone, scanner, and other modern office equipment; pumps, generators, pickup truck, front-end loader, backhoe, tractor, dump truck, mower, skid loader, bucket truck, weed trimmer, cutoff saw, chain pipe snapper, jackhammer, compressor, vacuum truck; and other hand and power tools.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee: works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which the means of egress is or can be obstructed; works on or around powered platforms and vehicle-mounted platforms (manlifts, fire trucks); has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db caused by blowers, backwashing filters, engines, etc.; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; has exposure to shaking objects or surfaces; exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 50 pounds or less; occasionally carries objects 50 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43016

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Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

- 35% (1) Supervises the Water Department consistent with City and department policies, objectives, and priorities; serves as official Operator of Record; participates in management planning processes; coordinates the development and implementation of detailed department objectives and work plans; assists in the preparation of short and long range capital improvement programs and reviews operational construction plans; directs the development of department operation and maintenance manuals, preventive maintenance programs, loss prevention and safety programs, energy conservation programs, and quality control programs; prepares and submits necessary applications for required permits.
- 30% (2) Manages the daily operations of the Water Plant and water reservoirs; investigates complaints received from the general public concerning the effectiveness of the system.
- 25% (3) Establishes and maintains good working relations with other departments/divisions, city departments, regulatory agencies, serviced communities, and other appropriate groups and individuals; participates in appropriate professional and technical associations; represents the City as required before regulatory agencies, local industries, and citizen groups; participates in the management of departments' personnel matters; evaluates employee performance; recommends disciplinary action to the Director of Public Service/Safety; approves leave requests and authorizes overtime as necessary; coordinates the preparation and submission of the monthly and annual reports for regulatory agencies and city administration; invoices and submits bills to auditor's office for payment.
- 5% (4) Oversees the budget process and makes recommendations to the Director of Public Service/Safety for the proper funding to maintain, improve, and expand water systems as required by EPA, and for the requisition of additional personnel, material, and equipment to meet operational commitments; recommends to the Mayor, City Council, and other city officials timely water rate adjustments to allow for necessary future expenditures.

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(5) Directs and coordinates plant activities and provides guidance to ensure necessary resources are available to effectively and efficiently perform assigned job tasks through inspection and evaluation of daily logs and reports and through periodic conferences.

(6) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (9) Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: budgeting; finance; two-way radio operations; *City goals and objectives; *City policies and procedures; *department goals and objectives; *department policies and procedures; government structure and process; water treatment plant operating procedures; water treatment regulations; wastewater treatment plant operating procedures; wastewater treatment regulations; heavy and medium duty equipment maintenance and repair; water distribution systems construction, maintenance, and repair; water distribution systems and components; supervisory principles and practices; local geographic area; safety practices and procedures; English grammar and spelling.

Skill in: public relations; word processing; computer operation; computer programs (e.g., Microsoft Office); motor vehicle operation; use of modern office equipment; pipe fitting; use of bench and/or hand tools; use of mechanics' tools and equipment.

Ability to: carry out instructions in written, oral, or picture form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; communicate effectively; respond to routine inquiries from public and/or officials; train or instruct others; gather, collate, and classify information; maintain records according to established procedures; understand technical manuals and/or verbal instructions; understand a variety of written and/or verbal communications; handle sensitive inquiries from

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contacts with officials, general public, and other departments; resolve complaints; develop and maintain effective working relationships; travel to and gain access to worksite.

POSITIONS DIRECTLY SUPERVISED:

Water Plant Operator; Apprentice Operator; Assistant Superintendent; Maintenance Level 1-4; Utility Clerks.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee signature)

(Date)

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