



Water and Sewer Superintendent

Public Works – Water and Sewer

PW-WS/1

JOB SUMMARY

This position manages and supervises the construction, operation, and maintenance of water distribution and sewer collection systems.

MAJOR DUTIES

- Manages the maintenance of city water distribution and sewer collection systems; identifies repair needs and prioritizes maintenance projects.
- Coordinates the work of contractors involved in the construction, maintenance, and repair of distribution and collection infrastructure.
- Prioritizes and organizes daily work assignments for division staff.
- Works on-call rotation and subject to performing duties after hours, weekends, holidays, and emergencies.
- Responds to questions and complaints from the public, other city personnel, and elected and appointed officials; supervises the resolution or problems.
- Submits budget proposals and manages approved funds; monitors and controls expenditures; directs the purchase of equipment, tools, and supplies.
- Manages the inventory of division equipment, tools, materials, and supplies.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the purposes, principles, terminology, and practices employed in the construction and maintenance of public works infrastructure.
- Knowledge of personnel management principles.
- Knowledge of inventory management principles.
- Knowledge of city purchasing policies and procedures.

- Knowledge of related local and state laws, procedures, and policies.
- Skill in planning, organizing, directing, and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the operation of public works construction equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Public Works Director assign work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES

Guidelines include city ordinances, state and federal regulations, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical duties. Inclement weather and field conditions contribute to the complexity of the position.
- The purpose of this position is to oversee the maintenance and repair of the water distribution and wastewater collection systems. Successful performance contributes to well-maintained and effective water and wastewater systems.

CONTACTS

- Contacts are typically with co-workers, other city employees, contractors, vendors, plumbers, electricians, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves,

etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Water and Sewer Superintendent, Water and Sewer Supervisor, Heavy Equipment Operator, and Water and Sewer Technician.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division in order to direct and coordinate work within the division, usually interpreted to require five or more years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.