Water Superintendent

JESAP Profile

Department Name For This Position: Public Works	Position Reports To: Utilities General Manager
Physical Location For This Position: Public Works	This Position Is: Exempt
This position is safety sensitive: Yes	Security Sensitive: No

General Description

Supervises activities of workers engaged in installation, maintenance, repair, expansion and relocation of water distribution facilities in the field. Other duties may be assigned.

Essential Duties and Responsibilities

Assists with planning methods and sequences of operations to facilitate additions, deletions and modifications to the system

Directs activities of subordinate personnel who oversee installation, maintenance, and repair of water distribution facilities including Meter Reading Department

Maintain accurate records of all Arkansas Department if Health reports and the collection of samples

Confers with administrative and technical personnel and personnel to coordinate departmental activities Investigates any illegal use of services

Provides assistance to Wastewater Superintendent in managing special projects related to water distribution (new businesses, subdivisions, schools, and apartment complexes) upgrades to transmission lines and new city water facilities

Provides assistance to Wastewater Superintendent on special projects as needed and assumes Wastewater Superintendent's duties in his/her absence

Performs operations of heavy equipment such as backhoes, track hoes, dump trucks, etc. as needed

Verifies location of various systems in the City's water distribution infrastructure for future mapping requirements

Obtains additional equipment and materials needed to complete water distribution service

Provides technical assistance with other City departments (Fire, Parks, Street) on matters pertaining to water standards and maintenance and ensure compliance with Federal, State, and local water quality standards

Ability to interact with team members

Regular and punctual attendance

Performs other related duties as assigned

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

11

How many supervisors report to this position?

1

How many employees, in total, report to the other supervisors?

12

What departments (if any) are supervised by this position?

Water and Meter Reading Operations

- Responsibilities For Work Of Others: Supervises a MODERATE SIZE GROUP (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.
- Responsibility For Funds, Equipment, Property, Etc.: REGULARLY responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in VERY important monetary losses to the organization. The total value for the above would range form $1,000,000 to $10,000,000.

Education And Experience

- Education: Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.
- Experience General: 5 years related experience and/or training.
- Experience Management: 5 years related management experience.

Work Skills

- Analytical Ability/ Problem Solving: OVERSIGHT. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a GROUP OF EMPLOYEES engaged in WIDELY DIVERSIFIED ACTIVITIES.
- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also frequent opportunity for decision-making of MAJOR IMPORTANCE, either of which would affect the work operations of MEDIUM ORGANIZATIONAL COMPONENT and the ORGANIZATION'S CLIENTELE.
- Supervision Received: Under direction where a definite objective is set up and the employee PLANS AND ARRANGES OWN WORK, referring only UNUSUAL CASES TO SUPERVISOR.
- Accuracy: Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would OCCUR QUITE FREQUENTLY in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.
- Communication Skills: undefined
- Mathematical Skills: undefined
- Critical Thinking Skills: undefined
- Mental Demand: INTENSE MENTAL DEMAND. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

Other Skills

undefined

Accountabilities

- Freedom To Act: MODERATELY DIRECTED. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.
- Annual Monetary Impact: LARGE: Same as Degree 2, except impact would range from $10MM to $50MM.

- Impact Of Job On End Results: MAJOR IMPACT. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

Certificates, Licenses, Registrations

Required

Required to obtain Class 4 Water Distribution license and Class 3 Wastewater Collection license as directed by the department head. Also required to obtain a valid Arkansas CDL Class B drivers license or a Class B CDL drivers license recognized by the State of Arkansas

Preferred

Wastewater Class 3 License

Contacts With Public and Employees

- Contacts With Employees: Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.
- Contacts With Public: Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Regular use of highly complex machines and equipment; specialized or advanced software programs.

Software Skills Required

Software Ability

- 10-Key: Basic
- Accounting: Basic
- Alphanumeric Data Entry: Basic
- Contact Management: Basic

- Database: Basic
- Enterprise Resource Planning: None
- Human Resources Systems: Basic
- Payroll Systems: Basic
- Presentation/PowerPoint: Basic
- Programming Languages: None
- Spreadsheet: Basic
- Word Processing/Typing: Basic

Other Software Skills

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: undefined

- Working Conditions: Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exists (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

Physical Demands

Physical Activities

- Stand: Regularly
- Walk: Regularly
- Sit: Frequently
- Use hands to finger, handle, or feel: Regularly
- Reach with hands and arms: Regularly
- Climb or balance: Occasionally
- Stoop, kneel, crouch, or crawl: Frequently
- Talk or hear: Regularly
- Taste or smell: Never

Weight Lifted

- Up to 10 pounds: Frequently
- Up to 25 pounds: Frequently
- Up to 50 pounds: Frequently
- Up to 100 pounds: Occasionally
- More than 100 pounds: Never

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).
- Physical Demand: MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

Additional Information

Core Competencies / Additional Info

Yet More Additional Info

undefined

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