

WATER DISTRIBUTION SUPERINTENDENT (SUPERVISOR)

Salary Range \$33,169.50-\$55,282.50) Hiring Range \$33,169.50-\$44,226

Class specifications are intended to present a descriptive list of duties of the range of duties performed by the employee in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction, supervise and coordinates the operation, maintenance, and construction of the water distribution system within the waterworks services division; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to the General Manager.

Exercises direct supervision over maintenance staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties from those set forth below to address business needs and changing business practices.

1. Coordinate the organization, staffing and operational activities for the maintenance, construction, and inspection of BAWC's water distribution system.
2. Participate in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service and delivery methods and procedures; identify resource needs; review with General Manager; implement improvements.
4. Direct, coordinate and review the work plan for assigned maintenance and construction staff; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Install, repair maintain water flushing hydrants, wells, and transmission and distribution lines.
6. Locate and repair water distribution line leaks.
7. Maintain the water distribution SCADA system, pumps, motors, and valves.
8. Select, train, motivate and evaluate operations personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
9. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; recommend adjustments, as necessary.
10. Coordinate water distribution system maintenance activities with those of other divisions and outside agencies and organizations.
11. Attend and participate in group meetings; stay abreast of new trends and innovations in the field of water distribution system construction, maintenance, and repair.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal water distribution system.

Modern and complex principles and practices of water distribution system maintenance.

Principles of supervision, training, and performance evaluation.

Methods and techniques of water distribution system construction and repair.

The SCADA system, water pumps, motors, altitude, and pressure regulating valves.

Standard safety practices associated with public works construction including confined spaces entry, proper operation of construction equipment, and trenching and shoring.

Tools and equipment used in the maintenance, construction, and repair of the water distribution system.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Supervise, direct, and coordinate the work of subordinate staff.

Select, supervise, train, and evaluate staff.

Interpret and explain BAWC construction policies and procedures.

Oversee the construction and maintenance of water and distribution systems.

Provide technical advice water distribution system maintenance and construction matters. Read and interpret construction blue prints and schematics.

Prepare clear and concise reports.

Operate office equipment including computer and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines- *any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to HS diploma/GED supplemented by specialized training in construction technology or a related field.

Experience:

Four years of responsible water distribution system construction and maintenance experience including one year of administrative and/or lead supervisory experience.

License or Certification:

Possession of, and ability to maintain, certification as a Grade A Water Distribution Operator.

Possession of, and ability to maintain, certification as a Grade C Water Treatment Operator.

Possession of, and ability to maintain, certification as a Cross-Connection certification.

Possession of, and ability to maintain, and appropriate, valid NC driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Office and field environment; travel from site to site; work with or around equipment.

Physical: Sufficient physical ability to perform moderate to heavy lifting and carrying; walking; standing and sitting for extended periods of time; repeated bending and operation of motorized vehicles and equipment.

Vision: See in normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

BENEFITS:

10 Paid Holiday's

1 Floating Day

Fully paid insurance (Medical, Vision, Dental, Short Term Disability) for employee's

10% of your annual income into retirement paid by BAWC

1% of your annual income Matching Christmas Fund.