



## **WATER AND SEWER SUPERINTENDENT**

### **NATURE OF WORK**

Performs responsible technical and supervisory work in administering the water and sewer utilities. Work involves responsibility for organizing and scheduling activities of personnel engaged in maintenance and construction as well as record keeping and utility billing activities. Work requires the exercise of judgment and initiative, although frequent conferences are held with the Public Works Director who covers both general and specific work assignments and reviews the work done through observation and regular reports. Customer service is an essential aspect of the position.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Plan and supervise the work activities and personnel involved in operation of the water distribution and sewer collection systems via the Water and Sewer Supervisor.
2. Supervise and participate in the construction, maintenance and repair of the water distribution and sewer collection systems. Including the West Michigan Regional Water System mains and components.
3. Maintain an accurate inventory of Water and Sewer Division facilities.
4. Assist in the formulation of Departmental and Divisional policies and procedures.
5. Supervise the installation, reading and repair of water meters.
6. Inspect water distribution and sewer construction, maintenance and repair activities.
7. Recommend the purchase and control inventory of necessary supplies and equipment.
8. Keep cost data and estimate costs of new installations.

9. Supervise and participate in the handling of citizen complaints pertaining to the activities of the Division.
10. Supervise office record keeping and billing operations, and review invoices.
11. Decide upon the disposition of delinquent accounts in accordance with adopted rules by City Council.
12. Prepare and maintain correspondence, records, reports and budgets. Including the preparation and submittal of all required State and Federal water and sewer reports.
13. Acts as the Operator in Charge of the water system and serves on-call duty as required by Departmental operations.
14. Monitor water samples in accordance with State and Federal requirements.
15. Perform related work as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES, SKILLS AND ABILITIES  
FOR EMPLOYMENT**

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Thorough knowledge of construction and maintenance techniques, methods, materials and equipment involving water distribution and sewer collection systems.
- Thorough knowledge of public health and safety requirements and procedures involved in the operation of water distribution and sewer collection systems.
- Thorough knowledge of civil engineering concepts and maintenance principles involved in water distribution and sewer collection systems.
- Ability to plan, coordinate and supervise the work of others.
- Ability to prepare detailed and accurate records and reports.
- Ability to work effectively with other officials, employees and the general public.
- Ability to see well to complete all duties.

- Ability to work effectively with numbers to complete duties.
- Ability to work effectively under stress.
- Ability to communicate effectively both orally and in writing.
- Ability to operate a computer, particularly Microsoft Office applications, GIS, and BS & A software programs.
- Ability to read and understand engineering utility drawings.
- Graduation from an accredited High School and an Associate's degree in Engineering or equivalent. Bachelor's degree desirable.
- Five to ten years of related experience.
- An S-1 certification is required.
- Valid driver's license.

Approval:

ATG P Chk 11-7-2016  
Personnel Director Date

Wpkc. Wlm - 11/7/16  
City Administrator Date

[Signature] 11/7/16  
Mayor Date