

<b>TITLE:</b>	<b>Utilities Operations Superintendent</b>	<b>CLASS CODE:</b>	<b>975</b>
<b>REPORTS TO:</b>	<b>Deputy Utilities Director</b>	<b>GRADE:</b>	<b>33</b>
<b>DEPARTMENT:</b>	<b>Utilities</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: December 10, 2007 kmd</b>			

**JOB SUMMARY**

Depending on area of assignment, performs responsible professional and technical work in the administration and supervision of programs, activities and functions related to the operations of the city's water treatment facilities of varying capacity and design, associated wells and water reservoirs; water reclamation facilities of varying capacity and design and associated sewer lift stations; water distribution and utility customer service; or wastewater collection/irrigation systems.

**ESSENTIAL FUNCTIONS**

Depending on area of assignment:

1. Plans, organizes and manages the activities, budget, and personnel for one of the following areas: Water Treatment, Water Reclamation, Water Distribution, or Wastewater Collection/Irrigation System within the Utilities Department under the administrative direction of the Deputy Utilities Director.
2. Manages the operation and function of a division, performing critical decision-making and is given the independence and discretion to set up processes/programs; and provides oversight and direction for implementation of programs/services.
3. Manages the operation and maintenance of three surface water treatment facilities and associated wells and finished water reservoirs.
4. Manages the operation and maintenance of two wastewater reclamation facilities and associated sewer lift stations.
5. Provides direction and leadership to the operations staff in the maintenance of the water and customer service and utility billing systems, and after-hours stand-by personnel.
6. Develops, implements, enforces, and monitors divisional goals and objectives, policies and procedures; recommends necessary changes.
7. Develops and implements maintenance programs, standard operating procedures, and quality and productivity improvement initiatives to improve services, efficiency, and effectiveness of the Divisions.
8. Conducts divisional staff meetings; conducts or attends other meetings as required.
9. Deals with public concerning problems and complaints; and provides solutions and answers to questions, comments, and concerns; maintains good public relations.
10. Recommends direction regarding personnel matters such as hiring, transfers, performance evaluations, training, disputes, counseling, promotion, and discipline.
11. Develops and implements training and safety programs to ensure that personnel operate the system properly, safely, and in accordance with regulatory requirements.
12. Develops and monitors the O&M and CIP budgets; reviews and approves requests for materials, supplies, and services; reviews and processes invoices; completes various reports; and directs recordkeeping activities of division.
13. Confers with the Engineering Department to plan new infrastructure and infrastructure to be replaced; assists in reviewing consultant proposals; and attends engineering design/construction meetings and reviews and provides comments on plans and reports.
14. Plans operational procedures, capital needs, system modifications, personnel and equipment requirements.
15. Prepares water production documentation for monthly and annual reports; responsible for daily water orders.

16. Supervises and oversees correct treatment of wastewater and effluent reuse distribution.
17. Supervises and oversees hydro-cleaning, CCTV, odor control, roach control, and maintenance programs.
18. Reviews the progress of projects with supervisor and supervises the development of methods and procedures to increase efficiency of construction, maintenance, and operations.
19. Plans work and makes assignment of projects and personnel to supervisors and holds them responsible for the construction, installation, repair, and maintenance of water mains, fire hydrants, service connections, valves, and appurtenances.
20. Prepares Council Communications and attend Council meetings as the Utilities Department's representative as necessary.
21. Analyzes work progress records, efficiency of equipment and facilities, and makes recommendations for improvements.
22. Interprets, explains and enforces federal, state, county and city laws, rules and regulations.
23. Initiates and conducts detailed studies and prepares oral and written technical and statistical reports to upper management.
24. Maintains and updates various records and as-builts and monitors daily data entry efforts.
25. Reviews plans for street and neighborhood improvement districts coordinating construction work of the Utilities Department's water distribution or wastewater collection system with other construction activities.
26. Serves as the division's representative in court cases involving damage claims; and at various federal, state and agency meetings relating to water treatment, wastewater treatment, water distribution, or wastewater collection systems.
27. Recommends disposition of surplus material, obsolete supplies and non-reusable materials.

## **SECONDARY FUNCTIONS**

28. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

Federal, state, county and local rules and regulations applicable to the operation of water and wastewater systems  
 Civil Engineering principles  
 Principles and practices of modern wastewater collection and irrigation systems and facilities, or modern water reclamation treatment processes and facilities, or modern water treatment processes and facilities, as applicable  
 Water system demand by month, weather, and growth; availability of water resources, as applicable  
 Functions and mechanics of modern wastewater collection and irrigation systems and facilities, or modern wastewater plant equipment and servicing and maintenance requirements, as applicable  
 Practices, methods, and tools necessary in the maintenance of wastewater collection and irrigation systems, water treatment or water reclamation facilities, as applicable  
 Current technology of water distribution and wastewater collection systems, as applicable  
 Construction, maintenance and repair of water and sewer lines, as applicable  
 Computerized applications and data logging functions  
 Management practices and procedures  
 Budget preparation, administration, and monitoring

### **Ability to:**

Exercise independent judgment, discretion, and initiative in carrying out the daily operations and developing new programs  
 Plan, organize, manage, and supervise the activities of multiple functional areas  
 Effectively supervise, train, and fairly evaluate employees' performance on varied levels  
 Communicate effectively, both orally and in writing  
 Operate a personal computer and work-related software applications

Interpret plant logs for production and performance; recommend and direct corrections and changes, as applicable  
Interpret CCTV reports using NASSCO's pipeline assessment certification program coding; recommend and direct corrections and changes, as applicable  
Conduct research, analyze and interpret data and prepare concise, well-conceived oral and written reports  
Establish and maintain effective working relationships with city officials, all employees, external contacts, and the general public  
Review plans, specifications, and reports for new construction, repair and rehabilitation projects; or additions to facilities for proper design and operation  
Effectively manage an O&M (Operation and Maintenance) and CIP (Capital Improvement Project) budget  
Interpret applicable standard details, specifications, design bulletins, master plans, and City Code.  
Accept and adopt the city values and goals  
Support City Council and city management decisions  
Possess management style and values which are consistent with a total quality management environment

### **WORKING CONDITIONS**

Office setting. Depending on area of assignment, may be occasionally exposed to hazardous chemicals used in plant operations; may visit and inspect facilities and construction sites, including trenches and barricaded areas.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in civil or environmental engineering, management, business or related discipline and five years of experience relating to the management of planning, construction, maintenance and repair of water and sewer lines; or repair of wastewater collection facilities and appurtenances; or in the operation of water treatment systems; or in the operation of water reclamation systems, as applicable, including two years of management or supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

### **SPECIAL REQUIREMENTS**

Valid Arizona driver's license

Depending on area of assignment:

- ADEQ Grade IV Water Treatment Operator certification
- ADEQ Grade IV Wastewater Treatment Operator certification
- ADEQ Grade IV Wastewater Collection Operator certification or an ADEQ Grade III Wastewater Collection Operator certification at time of hire with the ability to obtain Grade IV within one year from the date of hire
- ADEQ Grade IV Water Distribution certification or an ADEQ Grade III Water Distribution certification at time of hire with the ability to obtain Grade IV within one year from the date of hire