
City of Chardon
Job Description

Title - Water and Sewer Superintendent

STATUS: Exempt

REPORTS TO: Director of Public Service

PAY PLAN: Non-Bargaining

PAY BAND: 3

REVISION DATE: September, 2018

PURPOSE OF POSITION:

This is highly responsible supervisory and administrative work in the Water and Sewer Division. Work involves responsibility for directing and supervising the operation, maintenance and repair of the water supply wells, water treatment facilities, water distribution system, sanitary sewer collection system and wastewater treatment facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, directs, and coordinates the operation, maintenance and repair of the water supply wells, water treatment facilities, sanitary sewer collection system and wastewater treatment facilities.
- Participates in the selection, supervision, training, monitoring, direction, performance reviews, discipline, and safety of the Water and Sewer Division employees.
- Assists in the preparation and presentation of Division budgets, capital planning programs, projections and requirements.
- Receives and investigates complaints concerning operation of the Water and Sewer Division, makes repairs or changes as a result of complaints or requests for service as needed.
- Prepares and verifies payroll records.
- Maintains inventory of supplies, materials and equipment.
- Prepares purchase requisitions and makes recommendations to superior as necessary.
- Monitors Division budget for compliance throughout the year.
- Develops and maintains a preventative maintenance and inspection program for the operation, maintenance, repair and replacement of all equipment of all facilities of the Division.
- Assures that safety regulations and practices are observed and exercised.
- Instructs and informs employees of changes and updates in safety regulations and practices.
- Responds to emergencies of this Division or others as may be required.
- Assists other divisions and departments as may be required.
- Attends meetings as may be required.
- Develops data and prepares City, State and Federal Reports.
- Attends seminars, conferences and meetings to keep abreast of trends and developments in the Division.
- Performs the duties of subordinates as necessary.
- Performs duties under adverse conditions and follows an irregular schedule on occasion.
- Schedules work and equipment and monitors the quality of work in relation to standards and timetables.
- Performs related work as directed.

MINIMUM QUALIFICATIONS:

Graduation from high school (or GED), considerable progressively responsible experience in public utilities maintenance activities, including supervisory experience.

Must have a minimum of five (5) years of experience in a public works or public service department with considerable experience in water and sewer systems.

Must possess the appropriate Water Works Operator's Certificate and Wastewater Works Operator's Certificate issued by the OEPA in the classification required by the OEPA for each area (Water and Wastewater) or be able to obtain within twenty-four months of the "date of hire".

Must possess a valid Ohio driver's license. Maybe required to possess a Commercial Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the materials, methods, and techniques used in public utilities activities.
- Considerable knowledge of the occupational hazards and safety precautions of the work.
- Considerable knowledge of the principles and practices governing the construction and maintenance of water mains, hydrants, sanitary sewers, sewer appurtenances, water pumping stations, and wastewater collection and treatment facilities.
- Knowledge of the principles and practices of public works and public utilities administration.
- Ability to plan, organize, and supervise the work of subordinates.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with officials, employees, contractors, and the public.
- Ability to stay abreast of current developments in the public utility field through literature and seminars.
- Ability to read and prepare blueprints, drawings, and specifications.
- Ability to perform the duties of subordinates as may be necessary.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery and extreme weather conditions both hot and cold. Work is generally outdoors.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.