

CITY OF
PLATTEVILLE
M
PUBLIC WORKS DEPARTMENT
WATER & SEWER DIVISION
JOB DESCRIPTION

UTILITY SUPERINTENDENT

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, operation, repair, maintenance, and replacement of city water and sewer facilities and systems.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality water and sewer service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards.
- 1.2 Trains, supervises and disciplines employees performing the duties of maintenance, construction and repair of water and sewer facilities.
- 1.3 Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of water systems, sewer collection, and other department facilities.
- 1.4 Inspects and supervises the repair of water and wastewater treatment equipment, booster pumping stations, reservoir, towers, meters, and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- 1.5 Requisitions needed supplies for the division and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports, Tier 2 reports and computes wastewater bills for industrial users.
- 1.6 Supervises, instructs and assists as needed, assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.

- 1.7 Responds to complaints regarding water leaks, pressure loss or no water, and sewer problems; evaluates situation, determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate water and sewer crew if necessary.
- 1.8 Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- 1.9 Responds to emergency situations (water breaks, plugged sewers) as required.
- 1.10 Operates Water Plant in the absence of other licensed personnel when necessary.
- 1.11 Communicates with commission and council members regarding operational measures when necessary.
- 1.12 Adheres and complies with DNR regulations.
- 1.13 Holds facility tours and makes school presentations with Water & Sewer Division topics as required.

Section 2. Peripheral Activities

- 2.1 Represents the city at various committees or seminar meetings annually.
- 2.2 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Logical or scientific thinking to solve problems; several abstract and concrete variables. Arithmetic, algebraic, and geometric calculations. Thorough knowledge of equipment, facilities, materials, methods and procedures used in public water supply and distribution systems, sewer collection and wastewater treatment systems, thorough knowledge of pipe installation, connection and repair.

Skill in operation of listed tools and equipment.

Ability to compose original correspondence, follow technical manuals, and have increased contact with people. Ability to communicate effectively, verbally or in writing, with the general public about concerns or services needed; with suppliers/vendors for operational necessities; with community or trade/professional organizations for assistance; with federal/state governmental or regulatory agencies for plant reporting, sampling, and compliance. Employee will be familiar with details of job to do it reasonably well within 2 years.

TOOLS AND EQUIPMENT USED:

Maintenance equipment (trucks, locators, etc.), computer.

CONFIDENTIAL DATA:

Confidential data includes personnel files and evaluations of employees.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands described here 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 functions.

While performing the duties of this job, employee constantly stands; walks; has contact with general public/customers. Employee frequently drives motor vehicles; uses eye-hand coordination; hears; tastes or smells; talks; uses the telephone; works alone; stoops, kneels, crouches, or crawls; climbs stairs. Employee occasionally sits; reaches; grasps; holds; keyboards; climbs ladders.

Employee must frequently lift up to 50 pounds; occasionally lift 100 pounds or more. Specific vision abilities required by this job include distance vision.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

- 1 Minimum education: High School Degree or GED equivalent, plus other schooling to include water and wastewater treatment related courses. Employee needs to have water and sewer lab courses, operational courses, math course as well as the ability to pass the state certification exams for water and sewer; and
- 2 Related work experience of 5 to 8 years, or
- 3 Any equivalent combination of education and experience.
- 4 Valid Wisconsin driver's license.
- 5 Required: Passed grade 1 GD water exam and Basic sewer exam with subclasses A1, A2, B, C, P, D, L, SS or the ability to obtain within 18 months of hire.
- 6 Desired: Grade 1 GDI water exam and Advanced sewer exam with subclasses A1, A2, B, C, P, D, L, SS

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed daily to dirt in maintenance work; significant work pace/pressure in complaint handling. Employee is weekly exposed to noise in plant work or maintenance; temperature extremes from -25 to 100 degrees in emergency situations; dangerous chemical/solvents in water and sewer plant process. Employee is exposed to dampness during maintenance repairs.

POSITION ACCOUNTABILITY:

REPORTS TO: Works under the Public Works Director.

SUPERVISION EXERCISED: Utility Maintenance Foreman, WWTP Foreman, Water Plant Operator, and Meter Reader/Cross Connection Inspector report to the Utility Superintendent. Supervisory responsibilities include instructing; reviewing work; maintaining standards; allocating personnel; selecting new employees; assigning work; planning work of others; coordinating activities; acting on employee problems; recommending transfers/promotions of employees; recommending discipline; recommending discharge; recommending salary increases.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Water & Sewer Commission: 4/12/04

Revision History: 7/1/96; 4/12/04; 12/31/10; 7/3/16