

**Modern Electric Water Company**  
**JOB DESCRIPTION**

**Job Title:** Water Department Superintendent

**Job. ID** \_\_\_\_\_

**Dept. /Branch:** Operations/Water Department

**Date:** 11/20/2009

**Salary Range:** DOQ

**FLSA:** Nonexempt

**SUMMARY STATEMENT & PURPOSE:**

To generate value for the ratepayers by assisting the Operations Manager in supervising, planning and coordinating the activities involved in our water department to provide safe drinking water to customers, under pressure that meets or exceeds the requirements of Safe Drinking Water Act and state regulations, and to ensure adequate water supply to meet all fire protection requirements.

**REPORTING RELATIONSHIPS:**

Receives general direction from the Operations Manager and provides highly responsible and complex technical assistance.

**KEY RESULT AREAS AND SPECIFIC RESPONSIBILITIES:**

- Responsibilities and duties may include, but are not limited to, the following:
  - Assume management responsibility for all services and activities of the Water Operations including dispatching, scheduling and troubleshooting.
  - Effectively supervise and train assigned employees;
  - Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Water Department Operations;
  - Identify resource needs; recommend and implement policies and procedures.
  - Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Operations Manager & implement approved improvements.
  - Select, train, motivate and evaluate Water Department personnel;
  - Assist to provide or coordinate staff training;
  - Work with employees to correct deficiencies;
  - Recommend discipline and implement disciplinary actions;
  - Plan, direct, coordinate and review the work plan for the Water Department Operations;
  - Meet with staff to identify and resolve problems;
  - Design, prepare and initiate work orders including drawings and specifications for the installation of water distribution facilities for new commercial, industrial and residential developments.
  - Assign work activities and projects and monitor work flow;
  - Review and evaluate work products, methods and procedures;
  - Direct and administer the scheduling and coordination of the Water Department staff;
  - Manage and participate in the development and administration of the Water Department budget: forecast additional funds needed for staffing, equipment, materials, and supplies: assist in the monitoring of and approval of expenditures & recommend adjustments as necessary;
  - Coordinate Water Department Operations activities with those of other departments and outside agencies and organizations;
  - Check plans and specifications for conformance to Company Specifications and Requirements & determine acceptability of materials;
  - Attend pre-construction and pre-grading conferences with developers and contractors;
  - Consult with developers, contractors and homeowners regarding methods and materials accepted within the Company Specifications and Requirements;

- Analyze potential load requirements; prepare preliminary drawings for developers; coordinate and oversee the development of construction plans; determine material requirements and project fee schedules;
- Prepare work orders and drawings; compile material requirements; enter information into a computerized work order system; review project scope with field crews and answer questions during the construction;
- Coordinates the scheduling of work between developers, contractors and Water Department Operations;
- Provide staff assistance to the Operations Manager;
- Prepare and present staff reports and other necessary correspondence;
- Ensure operations compliance with safe operating procedures; coordinate and direct the utility's response to emergencies; set priorities and commitment of available resources;
- Assist in developing contingency plans for anticipated water system operations emergencies;
- Participate in Department Disaster Preparedness Plan development and maintenance;
- Participate in the planning, development and implementation of SCADA radio systems;
- Ensure proper maintenance and operation of the SCADA and radio systems;
- Participate in the planning, development and implementation of GIS system;
- Provide educational articles for company quarterly newsletters;
- Assist in educating the Board on keeping our water safe and Water Department operations and customers' topics;
- Work with the Operations Manager and outside sources to keep MEWCO informed on State and Federal drinking water regulations and other new developments;
- Attend and participate in professional group meetings to remain current on new trends and innovations in the field of water production and treatment facilities
- Comply with Safe Drinking Water Act; ensure water system compliance;
- Ensure that drinking water meets or exceeds Federal and State regulations; develop, schedule oversee and record water quality monitoring plan as required by SDWA. Represent MEWCO with SAJB on area well-head protection;
- Develop company consumer confidence report. Meet with State DOH for Sanitary Survey. Keep updated on new and proposed rules of the SDWA;
- Monitor and maintain required chlorine residue in the water system;
- Ensure company compliance with State regulated Cross Connection Control standards.

**LEAD / SUPERVISORY DUTIES:**

- Receives general supervision and administrative direction from the Operations Manager.
- Exercises direct and indirect supervision over Water Department staff.

**EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:**

- Attend and participate in professional group meetings.
- Attends classes, seminars and reads technical literature to remain current on new trends, innovations and materials.
- Serve as liaison for the Electric Department with other outside agencies; negotiate and resolve significant and controversial issues.
- Perform related duties and responsibilities as required.

**TECHNOLOGY / EQUIPMENT USED:**

- Efficient use a personal computer and proficient in the use of the following programs and equipment;
  - Outlook
  - Word
  - Excel
  - Auto CAD
  - GIS
  - Water Pipe Analysis Program
  - FAX machine
  - Copy machine

- Auxiliary power generators
- Pumping station motors

**JOB QUALIFICATIONS - MINIMUM ENTRY:**

- Extensive responsible experience in and knowledge of water production operations, water treatment operations, systems operations through SCADA, SCADA operations and maintenance and water quality; and the supervision of employees;
- Knowledge of:
  - operational characteristics, services and activities of water production facility operations and water treatment operations;
  - modern and complex principles and practices of water production, water treatment and water quality;
  - civil, hydraulic, mechanical, and sanitary engineering theory, principles and practices and their application to a wide variety of water production and water treatment applications;
  - principles of supervision, training and performance evaluation;
  - pertinent Federal, State, County and local laws, codes and regulations;
  - fiscal and cost accounting procedures related to a water utility;
  - SCADA system, which include programs, PLC's, and communication equipment;
- Ability to:
  - supervise and coordinate the work of technical personnel;
  - foster a team environment; select, train and evaluate employees;
  - effectively and efficiently operate water production and water treatment facilities;
  - interpret and explain company water production and treatment policies and procedures;
  - prepare clear and concise reports;
  - prepare and administer program budgets;
  - communicate clearly and concisely, both orally and in writing;
  - establish and maintain effective working relationships with those contacted in the course of work including a variety of company and other government officials, community groups and the general public.
- License/Certification Required:
  - possession of a valid Washington Driver's License by date of appointment;
  - Possess a State certification as a Water Distribution Manager and a Level III certificate from the Washington Department of Health Services.

**JOB QUALIFICATIONS - PREFERRED:**

- Degree in Civil Engineering or equivalent training and experience thorough training in hydraulics and pump systems.
- State certification as a Cross-Connection Control Specialist.
- Five years in supervisory position, with preference on water distribution field.

**PHYSICAL & SENSORY REQUIREMENTS, WORK ENVIRONMENT & CONDITIONS:**

- Due to the nature of work assignments, incumbents must have the ability to:
  - to read, write legibly, speak and understand spoken English;
  - to walk, run, climb stairs and ladders when touring water treatment and production work sites to evaluate and correct problems;
  - stand, stoop and kneel and lift up to 50 pounds;
  - work in inclement weather

*Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*