



270 North Clark Street – Powell, Wyoming 82435
(307) 754-5106 – FAX (307) 754-5385

Water/Wastewater Superintendent

The City of Powell, WY is seeking a Water/Wastewater Superintendent management position. Requires a combination of education, training and experience equivalent to an Associate's Degree or technical school, 4 years related experience and /or training, certificates in water and wastewater treatment, good communication skills and the ability to work with the public. Responsible for the water/wastewater department and facilities for the City of Powell. Must have the ability to develop and administer budgets and capital programs. The City of Powell is an EOE and drug free agency.

Send application and resume to:

City of Powell
c/o City Administrator
270 North Clark
Powell, WY 82435
Ph: 307-754-5106

For online application and job description:

www.cityofpowell.com

Filing deadline, 5 p.m., Friday,
January 26th, 2018

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| | January 11, 2018 | | January 16, 2018 |
| | January 18, 2018 | | |

City of Powell

Job Description



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| Title: | Water/Wastewater Systems Superintendent | Code: | 1000 |
| Division: | Administration | Effective Date: | 12/08 |
| Department: | Water Systems | Last Revised: | 12/17 |

GENERAL PURPOSE

Performs a variety of **managerial and administrative duties** related to planning, organizing, directing and coordinating the day-to-day maintenance, system projects, repair and operations related to water distribution, wastewater collection and wastewater treatment. Assures total water quality according to Federal, State and local regulations. Oversees the monitoring and reporting of the status of the city water supply. Participates in the development of city water quality programs and ordinances.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator or the Director of Public Works.

SUPERVISION EXERCISED

Provides close to general supervision to Chief Water Systems Operator & Water Systems Operator(s) III, II and I.

ESSENTIAL FUNCTIONS

Plans, organizes, directs and oversees the administration of the water/wastewater department within the city including all aspects of the water distribution, wastewater collection, and wastewater treatment; monitors, reviews and approves design and work of contractors; performs plan reviews; updates and maintains standards for all water systems projects; acts on all requests for new service line connections, determines most feasible methods and location for such installations.

Supervises department personnel; implements department policy and rules; informs personnel of new procedures and policy changes; administer in-service training and safety programs; conducts interviews, evaluates employee performance; disciplines as necessary; organizes and conducts department meetings; prepares work assignments, orients crew leaders to project details; provides guidance as to project specifications, deadlines, standards and methods of construction.

Develops and recommends department budget; prepares projections of department needs related to personnel, equipment and materials; predicts growth on existing systems, analyzes costs; formulates and implements plans for maintenance and orderly development; prepares bid specifications for various projects, supplies, materials and equipment; submits requisitions for the purchase of supplies and materials used in the installation and /or repair of the water systems; verifies all costs incurred by the department.

Establishes and maintains documentation, records, maps and related detail for all underground systems, utilizes system maps and records during emergency operations; assures timely and consistent sampling, reviews water samples and sends the reports to the State; insures necessary changes are made to achieve the desired results; manages ongoing maintenance operations on all new pumps, storage tanks, extension of lines and the compilation of reports and data on wells for all monthly, quarterly and annual reports; assures reports are completed accurately and timely.

Supervises inspection of city waterworks including the water supply, wastewater treatment, water mains, storage reservoirs, pumps, booster stations, water meters; etc.; insures proper equipment maintenance.

Establishes priorities to deal with emergencies and unanticipated needs; assigns manpower and material resources to various water and wastewater related projects; inspects work sites for unusual problems or nonconformity to project specifications; investigates and resolves complaints.

Assists in routine checks of pumps, wells, water lines; may participate in general projects, operates equipment in installing and maintaining lines, installs meters, maintains pumps, automatic valves; oversees maintenance records of all lines and systems; insures adequate water supply during times of peak usage.

Participates in daily work projects; directs or performs water sampling; prepares and submits required DEQ and EPA reports; assists with line repairs and line taps; oversees or participates with line inspections utilizing TV/camera testing equipment; monitors wastewater operations including lagoons, primary ponds, finishing ponds, etc. to ensure quality effluent discharge; monitors operation of JetVac to ensure timely cleaning of collection lines; responds to emergency calls twenty four hours a day; determines necessary personnel and materials needed to solve the problem.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus two (2) years of specialized training directly related to above duties provided through professional workshops, in-service courses, or college;

AND

B. Eight (8) years of progressively responsible experience in a field directly related to above duties; two (2) years of which must have been in a lead worker or foreman capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of water supply and distribution, wastewater collection and treatment; principles of supervision; construction requirements for water distribution and pumping systems; hazards and precautions associated with trench work and waterline construction; state or federal regulations governing installation and maintenance of water systems; water quality laws; water sampling methods and regulations; budget preparation and fiscal management; interpersonal communication skills. **Working knowledge of** general laboratory processes and procedures, chemistry and microbiology.

Considerable Skill in the operation of various equipment, i.e., backhoe, dump truck, tapping machine, cutoff saws, line locator, mowers, JetVac truck, boom truck, loader, sewer camera, computer, pick up and various hand and power tools.

Ability to analyze water system(s), identify problems and determine optimum solutions; make accurate decisions in emergency situations where consequences of error could be costly; communicate effectively verbally and in writing; plan and organize work of subordinate personnel; evaluate employee performance and make related decisions for the good of city service; enforce related policies, procedures, regulations, and standards without partiality; develop effective working relationships with elected officials, public and private managers, department heads, subordinates, government agencies, and the public.

3. Special Qualifications:

Must possess or obtain a level I Water and Wastewater certifications for distribution, collection and plant operation as needed to meet established state regulations. Must possess a valid driver's license and CDL with air brake and tanker endorsement. *When considering applicants to fill a vacancy in this position, preference shall be given to individuals possessing advanced certifications thus enhancing the professionalism and qualifications of the department.*

4. Work Environment:

Incumbent of the position normally works in an outdoor environment, subject to changing and seasonal weather extremes. Occasionally, tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)