

**POSITION DESCRIPTION
CITY OF GREENFIELD, INDIANA**

POSITION: Superintendent
DEPARTMENT: Water Utility
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2000 **STATUS:** Full-time
DATE REVISED: June 2013 **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Superintendent for the Water Department, responsible for supervising personnel and managing operations.

DUTIES:

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, planning/making work assignments, providing training, recommending promotions/demotions, and maintaining discipline as needed.

Oversees Department capital improvement/maintenance/construction projects, inspecting project sites and working with engineers and contractors to ensure compliance with City codes and project specifications.

Prepares and oversees a comprehensive maintenance program for the water utility facilities.

Maintains communication with the public, including answering inquires, and resolving problems.

Ensures production of adequate supply and quality water, including ensuring water samples are collected, analyzed and recorded in compliance with state quality and treatment standards, and ensures samples are periodically sent to state as required. Receives, reviews, and files state mandated backflow tests.

Prepares and submits reports to state regulating agencies as required, including annual consumers confidence report. Prepares correspondence as needed.

Prepares and submits department budget, and administers budget, including reviewing and signing claims.

Attends various meetings as department liaison.

Periodically attends re-certification and related training courses as required. Schedules, coordinates and documents apprentice training for Department personnel, in accordance with all requirements and procedures.

Serves on 24-hour call for emergencies and performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED. Possession of state water distribution and WT3 licenses is preferred, or the ability to obtain within 12 months of hire date.

Thorough knowledge of and ability to make practical application of applicable local and state regulations, Department policies and procedures, and principles and accepted practices of water quality and treatment.

Ability to provide public access and maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to supervise and direct assigned personnel, including interviewing applicants, making hiring recommendations, planning/making work assignments, providing training, recommending promotions/demotions, and maintaining discipline as needed.

Ability to effectively communicate orally and in writing with co-workers, other City departments, vendors, contractors, regulating agency personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence, ensure maintenance of accurate data. Prepare and submit detailed reports as required using Microsoft Office programs in communication and report preparation.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to plan and layout assigned work projects and work with others in a team environment.

Ability to perform simple math calculations, and prepare, submit and effectively administer annual Department budget, using a variety of computer applications.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to regularly work extended hours, occasionally work weekend and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide variety of duties which are broad in scope and impact, and require consideration of complex variables. Independent judgment is often necessary in adapting practices and procedures to maximize effective operations, meet Department objectives, and ensure compliance with local, state and federal requirements.

III. RESPONSIBILITY:

Incumbent performs administrative and supervisory functions according to Department goals and objectives and standard policies and procedures, referring unusual and/or unprecedented situations to supervisor at incumbent's discretion. Work is periodically reviewed for compliance with legal requirements and appropriate supervision or direction of assigned operations.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, contractors, regulating agencies, and the public for the purpose of exchanging and explaining information, coordinating operations and supervising and directing personnel.

Incumbent reports directly to the Director of Utilities.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office and in the field, involving sitting for long periods, hearing mechanical sounds, close vision, color and depth perception, standing/walking for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/ pulling objects, reaching, bending, handling/grasping/fingering objects, crouching/kneeling, and hearing sounds/communication,

Incumbent is exposed to noise, dust, heavy equipment, toxic chemicals and related fumes, extreme temperatures, and inclement weather, when in the field. Safety precautions must be followed at all times to avoid injury to self and others and to protect equipment.

Incumbent regularly works extended hours, occasionally works weekend and/or evening hours, and occasionally travels out of town for training, sometimes. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Superintendent for the Water Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name

JOB POSTING
CITY OF GREENFIELD WATER DEPARTMENT

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DATE WRITTEN: April 2000
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The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Supervises and directs assigned personnel.
- Oversees Department capital improvement/maintenance/construction projects, inspecting project sites and working with engineers and contractors.
- Oversees maintenance program for all facilities
- Maintains communication with the public.
- Ensures production and distribution of an adequate supply and quality water.
- Receives, reviews, and files state mandated backflow tests.
- Prepares and submits reports to state regulating agencies as required.
- Prepares correspondence as needed.
- Prepares and submits department budget, and administers budget upon approval.
- Attends various meetings as department liaison.
- Periodically attends re-certification and related training courses to enhance supervision, administrative, and technical skills.
- Serves on 24-hour call for emergencies.

REQUIREMENTS:

- High school diploma or GED; Possession of state water distribution and WT3 licenses or retain within 12 months.
- Thorough knowledge of and ability to make practical application of applicable local and state regulations, Department policies and procedures, and principles and accepted practices of water quality and treatment;
- Ability to supervise and direct assigned personnel, including interviewing applicants, making hiring recommendations, planning/making work assignments, providing training, recommending promotions/demotions, and maintaining discipline as needed;
- Ability to effectively communicate orally and in writing with co-workers, other City departments, vendors, contractors, regulating agency personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
- Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence, ensure maintenance of accurate data, and prepare and submit detailed reports as required;
- Ability to use a variety of computer applications in communication, report writing and operations.
- Ability to plan and layout assigned work projects and work with others in a team environment;
- Ability to perform simple arithmetic calculations, and prepare, submit and effectively administer annual Department budget;

Ability to regularly work extended hours, occasionally work weekend and/or evening hours, and occasionally travel out of town for training, sometimes overnight;
Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

LICENSE/CERTIFICATION NEEDED:

Possession of a valid driver's license and demonstrated safe driving record.

Possession of a State water distribution and WT3 licenses or the ability to obtain within 12 months of hire date.