

VILLAGE OF KANSAS, ILLINOIS POSITION DESCRIPTION

Class Title: **WATER SUPERINTENDENT**
Department: Public Works
Division: Water

FLSA Status: Exempt
Union Status: Non-Represented
Updated: July 2022

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

This is a supervisory position responsible for overseeing the construction, operation, repair, and maintenance of the municipal water system. This position provides direction for all phases of the municipal water system including intakes, transmission lines, treatment, pumping, cross connections, distribution system, meter services, hydrants and other associated facilities. Work also includes the implementation and development of departmental policies, and requires technical independence, subject to general policy and administrative direction from the Village Board of Trustees.

SUPERVISION RECEIVED:

Works under the general supervision of and reports to the Village Board of Trustees. Is reviewed through conferences, inspection of operation records and reports, and observation of performance.

SUPERVISION EXERCISED

Supervises and confers with subordinates, and exercises general direction of the construction, operation, repair, and maintenance of the municipal water system. Supervises crews engaged in construction, treatment and/or maintenance operations on municipal water projects and facilities. Also responsible for oversight, coordination and review of consultants working on water related projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Plans, organizes, directs, coordinates, and manages the water system operations and programs.

Supervises assigned staff to manage division workload efficiently, effectively, and within available resources. Directs, trains, and motivates subordinates to achieve optimum productivity. Evaluates staff performance on a regular basis and provides direction for improvements, as needed.

Prepares reports and provides information on water system issues to the Village Board of Trustees. Develops, maintains, and evaluates water system records. Makes decisions and/or provides recommendations based on such data.

Assists the Village Board of Trustees in developing short and long-range plans, goals, and objectives related to water system operations, programs and facilities.

Remains current on developing water technologies and federal, state, and local water system related laws, regulations, and ordinances.

Confers with the Village Board of Trustees on operating policies and problems. Coordinates activities with other divisions, departments and agencies, as needed.

Recommends expansion programs; changes and modifications in existing systems and facilities; and provides budget input and recommendations.

Develops and implements water system related programs and services such as cross-connection program, leak identification and reduction, and system improvement programs.

Provides and/or arranges for training and employee development relating to water system issues, safety, and other applicable topics.

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Attends meetings and conferences, and participates in presentations relating to water system matters, as requested by the Village Board of Trustees. Makes presentations to elected officials regarding water-related matters that may require Board attention.

Assists the Village Board of Trustees and works with other public works supervisory personnel to maintain an effective safety program.

Follow directions and implement or carry out written and/or oral instructions and assigned duties.

Performs all duties in conformance to appropriate safety and security standards.

Performs and practices modern leadership techniques to develop a team-oriented approach to management and oversight of the Water Division.

OTHER DUTIES

Responds to emergencies and problems during and after normal working hours as needed, in a timely and efficient fashion.

May be required to work weekends and before or after normal working hours.

Provides customer service including directing inquiries and issues to the appropriate department. Travels within city and county, as well as out of town, which may include attending conferences, seminars, and training sessions.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduation from an accredited high school or GED equivalent.

An Associates of Arts or Associate of Science degree in water system management, public administration, engineering or a related field, **or the equivalent** of two years of college level course work in supervision, business administration, management and/or other relevant areas; and specialized training and classes in hydraulics, water treatment, and related areas **is preferred**.

Five years of progressively more responsible supervisory and management experience in the water system field.

Experience operating a Class B water plant.

Experience in construction projects.

Experience in project management.

Evidence of ongoing professional training (classes, seminars, conferences, etc)

Experience in reviewing and comprehending complicated plans and blueprints.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must possess or be capable of receiving a valid Class C or B *Drinking Water Operator Certification* issued by the ILEPA within 1 year of accepting the position.

Must possess a valid Illinois State Drivers License with good driving record.

Must successfully satisfy a background investigation.

Knowledge Of:

Extensive knowledge of operations, construction, maintenance and repair of water distribution and pumping systems, water treatment plants and water treatment processes.

Considerable knowledge of federal and state regulations and laws related to water systems and environmental health.

Knowledgeable in hydraulics and water system engineering.

Knowledgeable of Illinois State Department of Health (DOH), American Water Works Association (AWWA) and American Public Works Association (APWA) standards.

Considerable knowledge of occupational hazards and safety precautions associated with confined spaces, construction sites, laboratory conditions and other aspects related to the water field.

Competency with computer applications including word processing, spread sheets, data bases, etc.

Construction technology, materials and methods including carpentry, concrete work, plumbing and electrical.

Ability To:

Plan, organize, implement, and administer water system programs, projects and operations.

Effectively work under the direction of the Village Board of Trustees to carry out the village's programs and goals. Ability to establish effective working relationships with fellow employees.

Analyze and evaluate water system operations and to develop and implement corrective actions to resolve problems.

Effectively direct and supervise subordinates.

Communicate effectively, both orally and in writing, with individuals and groups regarding water treatment and distribution issues.

Meet the physical demands of the job and perform essential job functions.

Fluently read, write, and comprehend the English language, using proper grammar, spelling and punctuation.

Work confidentially with discretion.

Establish and maintain effective working relationships with clients and their families, attorneys, law enforcement personnel, other agencies, co-workers, criminal justice officials and the general public.

Maintain composure and take responsible action during stressful or dangerous situations and to cope with a wide variety of situations with tact, discretion, courtesy and respect for citizen's rights.

Maintain a non-judgmental attitude towards others.

Communicate detailed information and recommendations effectively, both orally and in writing.

Perform basic mathematical computations and data entry functions accurately.

Desired Skills and Abilities:

Experience in a Class B treatment plant and distribution system, or higher, is preferred.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS

Personal computer, word processing software, spreadsheet software, database software, specialized operations software, calculator, adding machine, telephone, copy machine, fax machine, motor vehicle.

Personal computer, including word processing and spreadsheet software, calculator, adding machine, telephone, copy machine, and fax machine.

Operate motor vehicle.

Operate heavy equipment like a Backhoe and a Dump truck.

Operate drainage clearing machines like a roto-rooter.

Operate chemical testing equipment

Read digital and analog dials for the efficient operation of the water plant.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Eye-hand coordination and manual dexterity is necessary to operate computers, various pieces of office equipment, pumps, motors, machinery, controls and various water equipment.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to manipulate or operate objects, tools or controls and reach with hands and arms, talk and hear.

The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Sedentary Work – exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

WORK ENVIRONMENT:

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.

Exposure to Hazards and Atmospheric Conditions including:

Duties are performed in an office environment at the Water Plant office, in the field and/or at project sites, at water system facilities and other city offices.

This position may involve traveling to other locations and cities for meetings, conferences, seminars, etc.

Noise level in the work environment is usually quiet to moderately noisy. On occasion, the noise level may be loud and hearing protection required.

Work may be required indoors and outdoors. Work may require mobility under and on top of and around structures, and machinery and equipment. Work may take place on wet, loose, and/or uneven surfaces, and in some unpleasant situations including but not limited to wet and/or humid conditions. It may involve working in confined spaces and above the ground.

Other conditions include:

- Household cleaning supplies and/or basic office supplies (eg. copy machine toner)
- Fumes
- Dust
- Extreme temperatures (hot and/or cold)
- Wet and/or excessive humidity
- Noise
- Vibration
- Mists or gases
- Mechanical hazards
- Chemical hazards
- Electrical hazards
- Traffic and vehicle hazards
- Burn hazards
- Body fluids and/or other potential sources of bloodborne diseases.

Duties are performed primarily at the water treatment plant though work may occasionally take place at locations throughout the water distribution system and also at other facilities and locations.

Work may be required indoors and outdoors. Work may require mobility under and on top of and around structures, machinery and equipment. Work may take place on wet, loose, and/or uneven surfaces, and in some situations including but not limited to unsanitary, wet and/or humid conditions. It may involve working in confined spaces and above ground.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

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