

TITLE: Utility Superintendent

PW/3

DEPARTMENT: Public Works, City of Franklin

JOB SUMMARY: This position supervises the operation and maintenance of the city's water distribution system and wastewater collection system.

MAJOR DUTIES:

- o Manages and supervises the operation of all city wells, elevated storage tanks, booster pumps, and pressure reducing valve stations.
- o Uses the Supervisory Control and Data Acquisition system to monitor the operation of all water facilities to ensure timely delivery of water at adequate pressure and flows.
- o Ensures safe drinking water by monitoring the collection of water samples for testing and by properly flushing waterline to ensure high-quality water; manages and maintains the cross-connection and backflow prevention program to ensure safe drinking water; works closely with the Health Department to ensure all state requirements are met.
- o Oversees the maintenance, operation, and testing of all valves and fire-hydrants throughout the city to ensure that emergency water is available.
- o Supervises the collection of water meter data on a monthly basis for the purposes of billing; ensures meter reading is accurate; deals with meter reading discrepancies as needed; works closely with new residential and commercial concerns to ensure proper meter installation and location.
- o Manages the use of communication devices for the department, including radios, pagers, and cell phones.
- o Maintains sanitary pump stations, sewer pipe, and manholes; works to limit sewage overflows; coordinates overflow response with the Department of Environmental Quality; supervises the maintenance and repair of all sewer infrastructure; facilitates smoke testing, cleaning, and television inspections.
- o Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works, including legislation, court rulings, and professional practices and techniques; recommends new developments as appropriate.
- o Plans, organizes, facilitates, and implements all construction related to water and sewer.
- o Manages and supervise personnel involved in the maintenance, inspection and repair of all water and sewer facilities.

- o Reviews proposed commercial/residential construction; conducts inspections pertaining to water/sewer construction for public/private development.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- o Knowledge of communication technology.
- o Knowledge of the methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects.
- o Knowledge of codes, ordinances, resolutions, laws, recent developments, current literature, and sources of information in municipal public works.
- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in coordinating multiple-unit activities to achieve targeted results.
- o Skill in the supervision of personnel.
- o Skill in oral and written communication.
- o Skill in comprehending, understanding, and interpreting complex and technical information.

SUPERVISORY CONTROLS: The Deputy Director assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of division activities.

GUIDELINES: Guidelines include city construction specifications and standards, the Erosion and Sediment Control Handbook, state department of transportation construction standards, Department of Environmental Quality regulations, state department of health regulations, the personnel manual, and city codes. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management, administrative, and supervisory duties. The diversity of tasks contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to supervise the operation and maintenance of the city's utility distribution system. Successful performance in this position results in the efficient delivery of water and sewer utility services.

PERSONAL CONTACTS: Contacts are typically with other city personnel, elected and appointed officials, contractors, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, bending, crouching, or stooping. The employee frequently lifts light or heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, warehouse, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, hazardous chemicals, infectious diseases, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Utility Supervisor (1), Utility Repair Supervisor (1), and Sewer Maintenance Supervisor (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.