



Water/Sewer Superintendent

Water and Sewer

WAT/1

JOB SUMMARY

This position supervises and directs the operation, repair and maintenance of the water and sewer systems.

MAJOR DUTIES

- Provides support and supervision to the Water & Sewer Department's clerical staff and is available to speak/meet with citizens
- Tests and treats raw water and drinking water at various test sites and wells.
- Cleans and maintains sewer lift stations.
- Turns customer water service on and off.
- Identifies and repairs leaks.
- Reads digital water meters or dials.
- Locates underground water utilities.
- Responds to after-hours emergencies.
- Provides safety and security training for crew members and staff.
- Monitors SCADA to monitor water tank and well levels.
- Completes monthly EPD system reports, consumer confidence reports and required water audits and related reports.
- Codes and approves invoices.
- Schedules crew tasks and work assignments daily.
- Reviews employee time sheets.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of personnel management principles and practices.
- Knowledge of EPD rules and regulations.
- Knowledge of the tools, equipment, materials, and procedures used in the installation, repair, and maintenance of water distribution system and sewer collection systems.
- Knowledge of county and departmental policies and procedures.
- Knowledge of water sampling and reporting requirements.
- Knowledge of SCADA system operations.
- Knowledge of meter reading principles.
- Skill in the use of a variety of job-related equipment and tools.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the collection of water samples.
- Skill in the training and supervision of personnel.

SUPERVISORY CONTROLS

The County Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Safe Drinking Water Act, state EPD requirements, OSHA regulations, 811 regulations, the county handbook, Georgia Department of Transportation regulations, and county and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, management and technical duties. Inclement weather and difficult field conditions contribute to the complexity of the position.
- The purpose of this position is to supervise and direct the operation, repair and maintenance of the county's water distribution and sewer collection systems. Success in this position contributes to the provision of an efficient and effective water system.

CONTACTS

- Contacts are typically with co-workers, other county employees, contractors, vendors, customers, representatives of other municipalities, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to justify, defend, or negotiate matters; or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Water & Sewer Maintenance Crew Leader, Water & Sewer Maintenance Technicians, Utility Billing Technician (1), and Utility Billing Clerk (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct, supervise, and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain state-certified license for water or wastewater treatment or distribution (Class III Water Operators License).