



JOB DESCRIPTION

JOB TITLE: Superintendent Utility System

JOB CODE: 03300

DEPARTMENT: Pubic Works – Utility Division

FLSA STATUS: Exempt

REPORTS TO: Director of Public Works

SUMMARY OF JOB PURPOSE

Directs and coordinates activities of employees engaged in installation, maintenance, repair, expansion, and relocation of the County water distribution and sewage facilities.

ESSENTIAL FUNCTIONS

1. Conducts operational and administrative functions of the utilities department; directs maintenance and upkeep of equipment and structures; participates in planning and developing the department's annual operating and capital improvement projects budget; monitors budget and reports variances monthly.
2. Analyzes trends, such as population and industrial growth of area being served to determine adequacy of current facilities and to project community demands for future facilities; develops plans to meet and serve expanding community needs such as increasing capacity of water storage and filtration facilities, and/or arranging new sources of water supply.
3. Assists with a variety of County construction projects and utility operations as needed; inspects field projects to confirm conformance to specifications; confers with administrative and technical personnel and personnel of other utilities to coordinate departmental activities.
4. Participates in meetings with government officials and community groups; may serve on committees to address safety and other utility-related issues/operations; may present oral presentations to various organizations, events, and community groups; coordinates communications and responses to media.
5. Communicates and initiates discussions with public/customers on a regular basis regarding utility services; responds to and resolves concerns expressed by customers; communicates with general public, government agencies, vendors, contractors, and others in order to coordinate operations and maintenance of water distribution and sewage facilities.
6. Interprets County policies and methods and develops specific operating procedures related to area of responsibility; delegates functional activities to employees; establishes supervisory schedule to ensure quality, timely decisions required to provide continuous service to the public, and safe working environment for staff.
7. Maintains the computerized operational recordkeeping system; monitors data applying industry standards; interprets and evaluates operational data; evaluates new developments in materials, tools, and equipment to recommend or deny purchase; completes paperwork and prepares reports regarding cost records, work logs, etc.
8. Effectively manages department personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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and responsibilities; participates in the interview process and training of new employees including emergency response and safety programs; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and six (6) years experience in water distribution and sewage facilities, including a minimum of two (2) years experience in a supervisory capacity.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; American Waste Water Association (AWWA) or State of Nevada certification, Grade III, as Water Distribution, Wastewater Collection, Water Treatment Plant Operator, or Wastewater Treatment Plant Operator.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl, frequently lift and/or carry up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this

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job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to high, precarious places, fumes or airborne particles, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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