# JOB DESCRIPTION

**JOB TITLE:** Utility Superintendent  
**FLSA:** Exempt  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Utility Operations Manager  
**GRADE:**  
**DATE:** 09/01/2021  
**BARGAINING UNIT:** Non-Represented

## SUMMARY:
This is a managerial position responsible for the leadership and supervision of operation and maintenance of the municipal potable water production, stormwater pumping/reservoirs, sanitary lift stations, and 20mgd wastewater treatment facility with excess flow up to 60mgd.

## ESSENTIAL FUNCTIONS:
*Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Overall leadership of the activities of work crews engaged in the operation and maintenance of City’s utility pumping and treatment facilities.
- Must establish and build positive relationships across all levels of the organization to ensure a collaborative working environment; Serve as an inclusive leader who values input from all levels of the organization; Develops and mentor's staff; Maintains accountability of crews, addressing situations which fall below the expected service level agreement.
- Plans, organizes, assigns, supervises, reviews and evaluates the work of staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the unit; develops the unit's budget.
- Attends meetings with contractors, engineers, vendors, regulatory inspectors and environmental groups to manage operations in an effective and efficient manner.
- Oversees staff in construction and maintenance activities, oversees and evaluates work in progress and ensures that all activities meet specifications, codes and regulations.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
• Develops and conducts safety training programs for maintenance and repair staff; ensures compliance with safety requirements of assigned operations. Maintains compliance with IDOL and OSHA regulations.
• Resolves questions and complaints from the public; provides information regarding projects, construction or repair schedules and departmental activities.
• Reviews and maintains data of water reclamation facility (WRF) operations inspections and laboratory data; coaches and mentors’ operators on required adjustments as required.
• Coordinates special programs within the department as related to the water, wastewater and storm water systems, including the cross-connection control program, and the storm water retention system native grass program.
• Coordinates the operation, maintenance and repair of water and wastewater treatment infrastructure.
• Maintain compliance with NPDES permit and IEPA potable water regulations.
• Assists Utility Operations Manager in preparation of operating and capital budgets.

ESSENTIAL FUNCTIONS:
• Administers contracts with and confers with construction contractors and engineers; schedules projects; provides technical oversight, inspects work in progress and ensures that all work complies with contract specifications and applicable codes and standards.
• Directs the maintenance of accurate records and files and prepares a variety of periodic and special reports and correspondence; ensures compliance with mandated reporting from various agencies.
• Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
• Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

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.

Education and Experience:
A Bachelor’s degree in environmental science, civil engineering, or a closely related field; AND five (5) years of supervisory experience in water and wastewater operations and maintenance; or an equivalent combination of education, training and experience as determined by Human Resources.

Required Certificates, Licenses, and Registrations:
• Illinois Driver’s License.
• Illinois Class I Wastewater Treatment Plant Operator license or must obtain certification within 12 months of hire date.
• Illinois Class C Public Water Supply Operator certificate or must obtain certification within 12 months of hire date.
Required Knowledge:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline.
- Must possess considerable knowledge of the principles and practices used for the production and distribution of potable water and the treatment of wastewater, including plant operations. Should have considerable knowledge of the methods, tools and materials used in the mechanical maintenance and repair of well heads, pumps, blowers, valves and related equipment as well as the preventative maintenance practices applicable to water production and treatment plant operation.
- Should possess a considerable knowledge of the laboratory testing process and expected results of the sludge processing biology and techniques used to restore biological balance.
- Principles, practices and techniques of storm water, potable water and wastewater operations, construction, maintenance and repair.
- Principles and practices of biosolids management.
- Safety principles, practices and equipment related to the work.
- Applicable laws, codes and regulations.
- Computer applications related to the work.
- Budgetary principles and practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Techniques for dealing with a variety of City staff, public and vendors, in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.

Required Skills:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Leading effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Managing a broad-based water and wastewater program.
- Reading and interpreting maps, plans diagrams, blueprints and specifications.
- Preparing and interpreting a variety of documents, including contract specifications, sketches, diagrams and written reports and correspondence.
- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Interpreting, applying and explaining complex policies, codes and regulations
- Setting priorities, coordinating multiple projects.
- Preparing and interpreting a variety of documents, including contract specifications, sketches, diagrams and written reports and correspondence.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Speaking English effectively to communicate in person or over the telephone.
PHYSICAL/MENTAL REQUIREMENTS:
The physical demands described herein 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 functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:
Work is subject to performance in a field setting with exposure to chemicals, fumes, noise and inclement weather conditions.

CONDITIONS OF EMPLOYMENT:
1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

2. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

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: _____________