



CITY OF ELKO
invites applications for the position of:

Water Superintendent

SALARY: \$33.55 - \$45.12 Hourly
\$2,684.00 - \$3,609.60 Biweekly
\$5,815.33 - \$7,820.80 Monthly
\$69,784.00 - \$93,849.60 Annually

DEPARTMENT: Water/Sewer

OPENING DATE: 11/14/19

CLOSING DATE: 12/09/19 06:00 AM

DESCRIPTION:

Under the administrative direction of the Utilities Director, to supervise, plan, and coordinate the activities and operations of the water distribution and sewer collection systems; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex administrative support to the Utilities Director. Perform the duties of a certified operator in responsible charge of the water distribution and sewer collection systems.

DISTINGUISHING CHARACTERISTICS OF CLASS:

This Supervisory position answers directly to the Utilities Director.

ESSENTIAL FUNCTIONS:

(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential function).

- Coordinate the organization, staffing, and operational activities for the water distribution and sewer collection systems.
- Participate in the development and implementation of water and sewer system goals, objectives, policies, capital projects, and priorities; identify resource needs; make recommendations for improvements; recommend and administer policies and procedures.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Direct, coordinate, and review the work plan for the water and sewer systems; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools and equipment.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Participate in the development and administration of the water and sewer system budgets; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
- Plan, schedule, and implement construction, maintenance, operation, and construction activities designed to provide quality water and sewer service for the City; oversee construction and maintenance work to determine acceptability and conformance to standards.
- Inspect and supervise the repair of water wells, chlorine machines, water and sewer booster pumping stations, water tanks, meters, and sewer system at frequent intervals to ensure that all aspects of the system are functioning properly.

- Responsible for the location of City utilities, i.e. water lines to the property line, and sewer mains as defined as the area of responsibility the City is required to maintain.
- Advise the Utilities Director and other City officials in matters relating to department activities; provide information to various individuals regarding water and sewer problems and services.
- Supervise, instruct, and assist assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters, and maintaining the existing water supply, distribution, and sewer collection systems.
- Ensure that all necessary materials, supplies, and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools, and supplies from the storeroom.
- Schedule and perform all required water sampling.
- Supervise the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and inform crew of such locations.
- Ensure staff responses and resolutions to complaints regarding water leaks, pressure loss or no water; evaluate situations, determine if liability lies with the City or the property owner; explain findings to property owners; notify appropriate water and sewer crew if necessary; remain available for call outs.
- Contact residents and business owners in area where services will be discontinued and explain when service will be shut off and how soon it will be turned back on.
- Oversee the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.
- Operate all department equipment as necessary.
- Responsible for the welfare and safety of all employees who are under the direct or indirect supervision of this position.
- Analyze and project the needs of the City for equipment and materials for completion of the water/sewer projects.
- Provide staff assistance to the Utilities Director; prepare and present staff reports and other necessary correspondence; prepare periodic reports on operations and maintenance.
- Respond to and resolve difficult inquiries and complaints.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of water distribution and sewer collection systems

QUALIFICATIONS:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training).

Knowledge and Abilities

- Operations, services, and activities of water distribution and sewer collection programs.
- Organizational and management practices as applied to the analysis and evaluation of water distribution and sewer collection programs, policies, and operational needs.
- Sampling requirements and procedures;
- Modern and complex principles and practices of program development and administration and project scheduling and management.
- Methods, materials, techniques, equipment, and tools used in water distribution and sewer collection systems.
- Knowledge of safety requirements, policies, and procedures which ensure a safe working environment for all employees who are directly or indirectly supervised by this position.
- Principles and practices of budget preparation and control.
- Principles of employee supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Modern office practices, methods, and computer equipment.
- Occupational hazards and standard safety precautions necessary in water distribution and sewer collection operations.
- Principles of record keeping and report preparation.

- Safe driving principles and practices.

Skill to

- Operate a variety of vehicles, equipment, and tools used in the construction, operation and maintenance of water distribution and sewer collection systems.
- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

Ability to

- Manage and coordinate the work of supervisory, technical, and maintenance personnel.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of water distribution and sewer collection goals.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to water and sewer programs and functions.
- Prepare and maintain accurate and complete records and prepare clear and concise reports.
- Prepare and administer budgets.
- Respond to requests and inquiries from the general public
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Six years of responsible experience in water distribution and sewer collection operations including two years of supervisory and management experience.

Equivalent to a high school diploma supplemented by college level course work in construction and maintenance.

Required Certifications and Licenses:

- Possession of a Grade 4 Water Distribution Certificate.
- Possession of a valid Commercial Driver's License with tanker endorsement.

SUPPLEMENTAL INFORMATION:

Physical and Mental Requirements: The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to work in a standard office environment with ability to sit, stand, walk, kneel, stoop, twist, and lift 50 lbs.; some exposure to electrical hazards; ability to travel to different sites and locations.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions: Work is performed under the following conditions. Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to work in other offices as service calls require. May require work in confined spaces. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.elkocity.com>

Position #19-30
WATER SUPERINTENDENT
SS

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