



## CITY OF INGLESIDE

### JOB DESCRIPTION

#### Water Superintendent

<b>Department:</b>	Water
<b>FLSA Status:</b>	Exempt
<b>Effective Date:</b>	05/13/2020
<b>Pay Grade:</b>	14

#### POSITION SUMMARY

Performs difficult skilled technical work planning, directing, and supervising water operations to include operation and maintenance of the water distribution system; ensuring pumps and equipment are in proper working order; overseeing preventative maintenance on equipment; preparing and maintaining appropriate records and files; preparing reports; and related work as apparent or assigned. Work is performed under the general direction of the Public Works Director. Departmental supervision is exercised over all personnel within the department.

#### QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, and oversees water system installation.
- Analyzes and revises work schedules regarding daily operations, maintenance and repair, and meter reading and installation activities.
- Checks, downloads, and submits line locate requests.
- Assists with the recruitment and selection of department personnel; assigns, directs, trains and inspects the work of staff; recommends salary increases, transfers, promotions, suspensions, demotions, disciplinary action and termination; coaches, counsels and evaluates staff performance on assigned personnel.
- Schedules meter cycle maintenance and new water services maintenance and installation work.
- Receives and responds to inquiries and complaints; investigates high water bills, reported leaks, etc.; verifies leaks and accounts for unbilled water usage.
- Analyzes and verifies SCADA equipment used in the division for accuracy.
- Oversees and participates in service disconnects/reconnects; rereads water meters for accuracy and excessive usage.
- Attends preconstruction meetings for system additions; inspects materials for compliance with standards; inspects installation of water system additions for compliance with standards; witnesses test procedures for compliance purposes.
- Consults with the Public Works Director regarding water distribution activities; assists with plan reviews of all additions, repairs or replacements to the water and sewer systems.

- Oversees and participates in the preparation and maintenance of operation records, logs, and reports; prepares and maintains personnel files and certifications.
- Assists in the preparation of operating and capital budgets; monitors expenditures; oversees the purchase of all division materials (supplies, equipment, parts, etc.) in compliance with City and State purchasing policies; maintains inventory.
- Enforces safety and other procedures and regulations; ensures compliance with permit requirements; monitors job site safety; assesses current practices and implements corrective measures.
- Creates and schedules back flow retrofit maintenance schedule; creates and schedules meter replacement schedule.
- Troubleshoots water system inadequacies relating to fire flow and water quality issues.
- Reviews and participates in the preparation of various internal, State, and regulatory agency compliance reports and records including chlorine, fluoride, water usage, water loss, meters installed, backflow devices installed, and sampling procedures.
- Reviews data submitted by contractors for work required by the department.
- Works closely with regulatory agency representatives to ensure compliance with State and Federal guidelines.
- Assists other Public Works departments as needed.
- Complete assigned health and safety courses to create a safe work environment

**SUPERVISION RECEIVED AND EXERCISED**

- Under the direction of the Public Works director
- Departmental Supervision

**EDUCATION AND EXPERIENCE REQUIREMENT**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be*

- **Education** – High School Diploma or GED
- **Experience** – Extensive Experience in water distribution system operation and management
- **License or Certificate** – Valid driver's license in the State of Texas (Class C required; Class B preferred). Must have a Texas Commission on Environmental Quality (TCEQ) Class C Water Distribution License and at least 5 years of experience.
- **Special Requirements** – Encouraged to obtain TCEQ Class B Water Certification, but not required.

<b>Required Education:</b>	High School Diploma/GED
<b>Required Experience:</b>	Extensive experience
<b>Combination OK?</b>	Yes
<b>License or Certificate:</b>	Valid Texas DL

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Thorough knowledge of the principles, practices, equipment, and methods for operating a water distribution system.
- Thorough knowledge of water utility operations.

<b>Admin.:</b>	Memos, Letters, and reports
<b>Supervision:</b>	Over Water Operators
<b>Training:</b>	Assigns

- Thorough knowledge of applicable State and Federal laws and regulations pertaining to the distribution of potable water.
- Thorough knowledge of water distribution operations.
- Thorough knowledge of the occupational hazards connected with water distribution operations, related activities, and the necessary safety precautions.
- Thorough knowledge of chemistry as applied to water treatment.
- Thorough knowledge of disinfection requirements of water systems.
- Skill in organizing, coordinating, and directing varied water distribution operations.
- Ability to develop, review, and interpret a variety of rules and regulations.
- Ability to detect flaws in the operation of equipment and to determine proper remedial measures.
- Ability to make arithmetic computations using whole numbers, fractions, and decimals.
- Ability to compute rates, ratios, and percentages.
- Ability to communicate effectively orally and in writing.
- Ability to take accurate readings and to keep routine records and reports.
- Ability to plan and supervise the work of subordinates.
- Ability to establish and maintain effective working relationships with associates, contractors, government officials, regulatory agencies, vendors, and the public.

## PHYSICAL DEMANDS

*The physical demands herein 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 these essential job functions*

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires using hands to finger, handle, or feel; reaching with hands and arms; frequently requires standing, walking, stooping, kneeling, crouching or crawling, lifting, and repetitive motions; and occasionally requires sitting, climbing or balancing, smelling, pushing, or pulling.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities
- Work regularly requires exposure to outdoor weather conditions, and frequently requires exposure to wet, humid conditions (non-weather).
- Work frequently requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to fumes and airborne particles, or exposure to bloodborne pathogens, exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration, and may require the use of specialized personal protective equipment such as a self-contained breathing apparatus.

<b>Weight:</b>	10-50 lbs.
<b>Environment:</b>	Mod. Noisy
<b>Physical Activity:</b>	Heavy

- Work is generally in a moderately noisy location (e.g. on or near noisy equipment).

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date