

City of Caldwell

Class Specification

Class Title	WATER SUPERINTENDENT
Job Valuation Number	2290
FLSA Designation	Covered
Pay Grade	Level 11
Effective Date	October 2020

General Statement of Duties

Plans, directs and oversees the operations and activities of the City's water distribution system, booster stations, drinking water treatment works, and meter reading operations; performs related work as required.

Classification Summary

The principal function of an employee in this class is to manage the City's water distribution system, booster stations, drinking water treatment works, meter reading operations and to effectively provide safe drinking water to the citizen's of Caldwell. This position also oversees the work of the Caldwell Municipal Irrigation District and drain cleaning functions under the Municipal Separate Storm Sewer (MS4) program. The work is performed under the direct supervision of the Public Works Director. The principal duties of this class are performed in a general office environment with some outdoor tasks required.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees and manages the daily operations of the water distribution system, pumping stations, and meter reading operations;
- Supervises production and distribution operations, activities and staff;
- Controls all personnel activities including scheduling, selection, training, evaluation and staffing;
- Reviews development plans and determines impact on water system;
- Ensures developers and contractors comply with City standards;
- Works with the City Engineer on supply and distribution expansion plans;
- Coordinates the design of needed improvements;

- Provides technical assistance to other City Departments for water supply and distribution matters;
- Responsible for working with various consultants involving water treatment, maintenance contracts and other contracts;
- Supervises the City's water testing program;
- Prepares annual budget and documentation for the Public Works Director;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

OTHER DUTIES AND RESPONSIBILITIES

- Plans, develops and monitors annual water flushing programs;
- Maintains and monitors Water Department inventory programs and systems;
- Monitors the City's cross connection control program;
- Serves as a member of the City's Water Board;
- Oversees the work of Water Department Staff Members in staffing the Caldwell Municipal Irrigation District;
- Oversees drain cleaning and maintenance responsibilities under the City's MS4 program;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of the principles and practices of water utility business management, including strategic planning, budgeting and personnel administration;
- Thorough knowledge of current applicable federal, state and local laws, rules and regulations for Clean Drinking Water, water production, water distribution system operation, and water distribution system maintenance and construction;
- Thorough knowledge of water production and distribution design, construction and maintenance;
- Thorough knowledge of engineering principles and practices including water treatment and pumping principles and practices;
- Thorough knowledge of current developments in the field of water treatment and distribution;

- Thorough knowledge of water production and water distribution safety systems, hazards and issues;
- Ability to plan, organize and manage engineering and construction projects;
- Ability to plan, develop and evaluate optimal pumping and energy usage strategies;
- Ability to read and interpret engineering designs, blueprints, specifications and contracts;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to establish and maintain effective working relationships with other Department and City employees, contractors, developers, property owners, consultants, regulatory agencies and the public;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associates Degree in Engineering Technology, Chemistry, Business Administration, Construction Management, Environmental Science or other related field; and
- Considerable experience in water utility operations and management; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a current and valid driver's license.
- Class A CDL issued by the State of Idaho.
- Class IV Water System Distribution Operator issued by the State of Idaho.
- OSHA Training in Competent Person Requirements for Water System Construction or approved equivalent training as approved by the Public Works Director.
- Must complete .6 Continuing Education Units in Water annually.
- Subject to a background check.

Physical Demands

- N (Not Applicable)** Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 30% of the time (2.5+ hours/day)
F (Frequently) Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)
C (Constantly) Position requires this activity more than 60% of the time (Over 5.5 hours/day)

Physical Demands	Lift/Carry	Hazards/Potential Exposure
<u>C</u> Stand	<u>C</u> 10 lbs or less	<u>C</u> Toxins/caustics/chemicals
<u>C</u> Walk	<u>C</u> 11 – 20 lbs	<u>C</u> Extreme conditions
<u>F</u> Sit	<u>F</u> 21 – 50 lbs	<u>C</u> Dust
<u>C</u> Manual Manipulation	<u>O</u> 51 – 100 lbs	<u>C</u> Moving mechanical parts
<u>C</u> Grasp	<u>N</u> Over 100 lbs	<u>F</u> Potential electrical shock
<u>C</u> Reach Outward		<u>F</u> High pitched noises
<u>F</u> Reach Above Shoulder	Push/Pull	<u>F</u> Blood-borne pathogens
<u>C</u> Speak	<u>C</u> 12 lbs or less	<u>F</u> Gaseous risk/fumes
<u>F</u> Climb	<u>C</u> 13 – 25 lbs	<u>C</u> Construction zone hazards
<u>O</u> Crawl	<u>F</u> 26 – 40 lbs	<u>C</u> Communicable disease
<u>C</u> Squat or Kneel	<u>O</u> 41 – 100 lbs	<u>O</u> Hot liquids/fire
<u>C</u> Bend	<u>N</u> Over 100 lbs	<u>F</u> Height & confined spaces

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively and deliver public presentations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect a wide variety of water utility distribution and construction projects on site and review a variety of written materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle and computerized equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to inspect engineering and construction projects.

I have reviewed these job requirements and the detailed job description and verify that I can perform all physical demands and essential physical abilities of this position.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Department Manager Approval: _____ Date: _____

Director Approval: _____ Date: _____