



## Water District Superintendent

**Department:** Water Utilities District

**SUMMARY:** Manages, supervises and directs the operation and maintenance of the District's water system and staff including all activities related to the installation, inspection, repair and maintenance of all components. Is responsible for policy implementation, the development of goals and objectives and the development and implementation of all components of the Water Utilities District's strategic plans, project preparation and scheduling.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Supervises and schedules semi and skilled maintenance staff.

Ensures potable water meets public health, safety, water quality and environmental regulations.

Maintains operations logs and reports for Water District operations.

Develops and schedules safety programs.

Responds to Water District emergencies.

Provides support for access to programs, buildings and services.

Works closely with Utility Billing Supervisor to ensure accuracy of water meter data transfers, customer service requests and worker orders.

Oversees SCADA system.

May assist in budget preparation.

Support the Water District's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

### **KNOWLEDGE AND SKILLS:**

#### **Demonstrated Knowledge of:**

Methods, techniques, equipment, materials and tools, standard practices for the operation of water production, distribution and treatment facilities.

Physical and chemical treatment of potable water, including but not limited to coagulation, flocculation, sedimentation, filtration and chlorination.

Planning, organizing, implement delegate and measure functions within assigned areas of responsibility

**Skill in:**

Supervisory skills, employee evaluations, training methods and budget techniques.

SCADA system and understanding computer water modeling applications.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; creating spread sheets and reports; creating and maintaining various databases.

**MINIMUM QUALIFICATIONS:**

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree in Civil Engineering, Environmental Engineering, Geotechnical or Mechanical Engineering, or Water Resources Engineering; four (4) years paid fulltime experience in water utilities, one (1) year of which included supervisory or management experience; OR an equivalent combination of education and experience.

**LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

***At time of appointment must possess:***

- Arizona Department of Environmental Quality Grade IV Water Treatment Plant Operator and Grade IV Water Distribution System Operator certifications or current registration as a Professional Engineer in the State of Arizona.
- Must possess a respirator certification prior to appointment

***Within one (1) year of appointment:***

- *Obtain ADEQ allowable operator certifications.*

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*Assists lower level workers with gaining understanding about procedures and technique related to use of equipment and specific procedures. Lifting, moving, maintenance and use of various materials and equipment. Work takes place in both an office environment and outside in various temperatures. Including very high heat conditions in summer; stoops, bend, lifts, stands, squats, walks and move continuously. Type of work involves exposure to some hazards conditions and/or substances. Use of respirator equipment. May require work at other than normal business hours' attendance at evening meetings, additional hours for special projects or during emergency conditions. Available 24 hours a day for operational and maintenance emergency situations.*

Adopted: Aug, 2011

Formerly: Water System Superintendent; Water District Engineer

Revised: Nov, 2014; Aug, 2019; Oct. 2019