

**City of Pendleton**

**Job Description**

**Water Superintendent**

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| **Department**: Public Works – Water Division  | **FLSA**: Exempt |
| **Reports to**: Public Works Director  | **Representation**: None – Supervisor |
| **Pay Range**: Supervisory/Confidential Scale, Range 6  | **Date**: April 2020  |

**GENERAL POSITION SUMMARY:** *(Briefly describe why this position exists.)*

Performs skilled work in the administration, planning, supervision, construction, operation, repair, and maintenance of the water system. Coordinates all work with other supervisors and utilities/agencies; does related work as required

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(List those tasks that must be done to accomplish the job purpose. In order of importance or time spent on the task, please describe the various duties of the job which are critical to the successful performance of the job* ***or*** *occupy more than 5% of the time. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Think in terms of WHAT needs done, not HOW it is done. Avoid describing procedures. Describe in such a way as to be clear to someone outside the profession.)*

1. Management of Water Division: Planning, scheduling, and implementing administrative, operational, maintenance, repair, and construction activities targeted to provide high-quality drinking water in the Water Division of the Public Works Department, both during normal working hours and off-duty hours; managing related work to determine acceptability and conformance to industry standards; preparing regulatory reports as required for Oregon Water Resources Department (OWRD) and Oregon Health Authority – Drinking Water Section (OHA-DWS); and available for emergency call-out by SCADA and/or dispatch after normal work hours and One Call Center for emergency locates.
2. Management of SCADA Control System: Monitoring and operating Supervisory Control and Data Acquisition (SCADA) control system as it relates to process control and automation for optimal water filtration and water distribution performance. Evaluating monitoring and tracking trends and patterns. Making any necessary changes to SCADA as required for overall performance.
3. Water System: Operating and maintaining overall water system with established policy and procedures for insuring compliance with Oregon Health Authority – Drinking Water Section and Oregon Water Resources Department requirements.
4. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position.
5. General maintenance of electrical systems and all related components.
6. Communication: Coordinating work activities with Public Works Director, Public Works Superintendent, Resource Recovery Superintendent, Control Systems Manager, Regulatory Specialist, and utility billing staff to create efficiencies in workloads. Advising Public Works Director, City Manager, and other city officials in matters relating to Water Division activities; provides information to various civic, school and public groups and individuals in regards to water system problems and services.
7. Inspections: Inspecting work involved with installation and repairs to the water system; construction and layout of new buildings, structures, and water lines built by city crews and private contractors.
8. Supervision: Training, supervising, coaching, motivating, and disciplining employees assigned to perform the duties of operation, maintenance, construction, and repair of water system facilities and the control system. Periodically assisting assigned crews with the overall operation and maintenance of the water supply and distribution system. Managing the safety of assigned subordinates by instructing individuals in proper safety procedures and monitoring work in progress.
9. Operational Management: Managing the supplies and equipment used in the operation, maintenance, construction and repair of the water system and the requisitions for needed supplies. Maintaining a variety of records relating to personnel, equipment, and supplies. Insuring the proper maintenance of equipment and tools by supervising and participating in cleaning and checking equipment and tools prior to and after use. Analyzing and assessing the needs of the Water Division for equipment and materials for completion of the same. Providing recommendations regarding large purchases and requisitions all supplies and materials needed for effective Water Division operation.
10. Locates: Managing requests for location of gas, telephone, power, television, water and sewer lines from the appropriate sources (One Call Center) prior to excavation and informs crew of such locations. Requests are emailed to the City.
11. Customer Service: Responding to complaints including, but not limited to, water leaks, water pressure loss, no water, water quality, etc.; evaluating situation; determining if liability lies with the city or the property owner; explaining findings to Public Works Director and/or City Attorney; and notifying appropriate crew(s) if necessary. Managing the contact of residents and business owners in area where services will be discontinued, explaining when services will be shut off, and how soon it will be turned back on.
12. Other duties as assigned by the Public Works Director

**IMPORTANT FUNCTIONS:** *(List those tasks or duties that may be assigned, but are not essential to fulfill the job purpose; any ancillary job tasks, or those that take less than 5% of the time. All jobs have non-essential functions.)*

1. Attends meetings, conferences, seminars, and training as required.
2. Participates on boards or committees as assigned.
3. Assists with budget preparation or other special projects.
4. Works with Control Systems Manager to develop programming skills and control. understanding related to SCADA for optimizing facility performance.
5. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(If the position is in a series, what separates this job from others in the series?)*

This position is distinguished from the Public Works Director position by the absence of ultimate responsibility for the development of plans, policies and budget of the department. Implementation responsibilities may be delegated, but department outcomes remain the responsibility of the Director. This position manages the Water Division of the Public Works Department and is responsible for supervision of a series of subordinate positions.

**JOB SPECIFICATIONS:**

1**. Education & Experience:** *(Education and experience requirements are minimum standards.)*

1. High School Diploma (or GED), preferably supplemented by two (2) years of water technical school, civil engineering technical school, or electrical/control school with an Associate Degree or equivalent.

b) Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. *(Check only one box.)*

[ ]  Less than 12 months

[ ]  1 – 3 years

[ ]  3 – 5 years

[x]  5 – 8 years

[ ]  Other

 Describe experience: Seven (7) years experience relating to the construction, repair and maintenance of water, sewer, street or storm drainage systems including the operation and maintenance of related control and electrical equipment required to effectively perform the position’s responsibilities.

c) Any satisfactory equivalent combination of education and experience.

2. **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of equipment, facilities, materials, methods and procedures related to public water supply and distribution systems and control and electrical systems.
2. Knowledge of quality control and quality assurance techniques related to water, control, and or electrical system.
3. Knowledge of and ability to operate tools.
4. Knowledge of City policies, procedures, regulations, and codes related to area of responsibility.
5. Knowledge of safety standards, practices and procedures applicable to area of assignment.
6. Ability to use information technology software and hardware for work orders, time reporting, data collecting, inventory, procurement and other applications related to operation and maintenance activities for the department.
7. Ability to perform data entry, and word processing.
8. Ability to read and understand directions.
9. Ability to understand, analyze and interpret technical specifications.
10. Ability to guide, direct, coach, motivate, and discipline employees.
11. Ability to operate and maintain various equipment used in Public Works projects.
12. Ability to organize and supervise the activities of subordinates performing construction, operation, and maintenance work.
13. Ability to diagnose and analyze problems and recommend and/or institute a corrective action.
14. Ability to communicate effectively, verbally and in writing, in English.
15. Ability to establish and maintain effective working relationships with employees, other departments and the public.
16. Ability to respond to emergencies on a 24-hour basis.
17. Ability to manage public works projects and oversee the work of contractors and temporary help.
18. Ability to work independently in the absence of direct supervision.
19. Ability to maintain regular and predictable attendance to serve customers/interact with co-workers/supervisor/patrons/clients, etc., attend meetings, training, etc., or other face-to-face job requirements.
20. Ability to provide positive and effective customer service to all citizens, rate-payers, vendors and employees.
21. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
22. Ability to work efficiently and perform the essential functions of the job.

3. **Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. [x]  Must possess, or be able to obtain within six (6) months of hire, State of Oregon Operator in Direct Responsible Charge certification for Water Treatment II and Water Distribution III.
4. Desired, but not necessary, an Oregon Limited Maintenance Electrician license.

4. **Tools and Equipment Used:**

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software: *(Choose all that apply)*

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV.
2. Variety of hand and power operated tools, including, but not limited to: wrenches, hammers, screwdrivers, saws, etc. needed for operation and maintenance of water, control, and electrical systems.

5. **Supervision:**

1. This position supervises other staff. Positions supervised include: Utility workers and temporary employees of the Water Division of the Public Works Department. Position provides secondary supervision to the Purchasing Agent. May provide supervisory oversight and direction to crew of other Public Works divisions as the need arises on a specific job, or in the absence of their direct supervisor. May also supervise the work of outside contractors.
2. This position reports to the Public Works Director. Supervision received is: *(Choose one)*

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

[ ]  General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

[x]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: *(Choose one)*

[ ]  Primarily with other City staff, vendors and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as, contractors, attorneys, agents, or business partners.

[x]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be: *(Check any that apply)*

[x]  Complex

[x]  Controversial

[x]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[x]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

8. **Problem Solving:** (*Indicate the nature of problems regularly encountered by this position. Check only one box.)*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[x]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

9. **Work Environment*:*** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Work is performed both indoors and outdoors. Work is often in a temperature controlled office and outdoors which includes exposure to weather extremes.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
3. The employee frequently is required to stand and talk and hear.
4. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl and smell.
5. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration.
6. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
7. Strenuous physical exertion may be required.
8. Strength Rating (see attached definitions) is: Medium.

i) Hazards include: (*Check all that apply and include the percentage of time exposed to the listed hazard.)*

[x]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment  **2%**

[x]  Exposure to toxic elements/hazardous chemicals  **1%**

[x]  Work at heights in excess of 20 feet  **1%**

[x]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.)  **2%**

[x]  Exposure to weather or temperature extremes  **2%**

[x]  Isolation  **40%**

[x]  Exposure to light or noise extremes  **2%**

[x]  Regular travel outside the City  **2-5%**

[x]  Risk of injury **while lifting-5%; operating power tools-5%**

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

j) General hours of work are 7:00 a.m. – 4:00 p.m. Monday – Friday. Variations include: *(Check all that apply):*

[x]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or night shifts

10. **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [x]  Forecast [x]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of purchasing: *(Choose one)*

[x]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: November 2001

Adopted: November 2001

Revised: April 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.