

POSITION DESCRIPTION

CITY OF TALLMADGE

An Equal Opportunity Employer

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Job Title: **UTILITIES SUPERINTENDENT**

Office of: Director of Public Service

Department: Water and Sewer

Immediate Supervisor: Director of Public Service

Positions Supervised; Administrative Assistant – Utilities
 Administrative Clerk – Utility Billing
 Equipment Operators - Technicians

JOB RESPONSIBILITIES:

Under general direction, the Utilities Superintendent directs and operates the water and sewer operations, in compliance with federal safe drinking water regulations and effective sewage disposal methods, for the city.

QUALIFICATIONS:

Must have a minimum of five years field experience, supervisory experience or equivalent combination of education, training and experience. Must have a current Class II Water Distribution Certification when applying for position; copy of the certificate must be attached to application. Must have the ability to obtain a Class I Waste Water Collection Certificate within two years of hire date

Pay Grade:	4	Classified [x]	Unclassified []
Hourly []	Salary [x]		Fiduciary []
Non-Exempt []	Exempt [x]		Appointment by Mayor [x]

CITY OF TALLMADGE

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Department policies and procedures* • Administrative principles and practices • Organizational development principles • Strategic planning • Goals and objectives for water and sewer provisions for the City of Tallmadge Department services • State and federal employment rules and regulations* • Employment reporting requirements* • Staffing requirements • Supervisory methods and practices • Interviewing techniques • Employee training and development methods • Computer software* • Budget development and administration • Financial planning • Documentation preparation requirements and methods of reporting purchases and inventory • Zoning requirements for septic system and water line installation* • Water and sewer rules and regulations • Federal safe drinking water regulations • Rules and regulations for sewer system sanitary conditions • Principles and techniques used in water treatment • Sewer system installation and inspection methods 	<ul style="list-style-type: none"> • Interpret and apply federal, local and state regulations, laws and ordinances • Plan and implement programs • Define problems, collect data, establish facts and draw valid conclusions • Estimate time and material requirements • Prepare accurate and concise reports • Prepare and administer annual budget • Prepare financial report and summaries • Plan, direct and supervise the work of employees • Resolve employee concerns • Evaluate work against established standards • Administer discipline • Interview and evaluate applicants • Recognize unusual or threatening conditions • Interpret plans and specifications • Plan long-range public works projects • Perform duties under adverse conditions • Drive a motor vehicle in adverse conditions • Represent the department to governmental officials and the media • Communicate effectively in written and oral form • Respond to inquiries from the public and officials • Resolves complaints from the public • Develop and maintain effective working relationships with state and community leaders, city employees and the public

**May be acquired after hire*

CITY OF TALLMADGE

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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25%

ADMINISTRATIVE

- ✿ Determines department needs
- ✿ Develops long-range planning for the department
- ✿ Plans, develops and implements programs for the department
- ✿ Prepares monthly program summaries for the department
- ✿ Prepares and develops the annual budget for the department
- ✿ Administers department budget
- ✿ Reviews rates and projects required revenue
- ✿ Determines necessary staffing and recommends staffing levels
- ✿ Coordinates services and department activities including emergencies 24 hours per day
- ✿ coordinates activities with other departments
- ✿ Ensures effective exchange of information with other departments
- ✿ Provides recommendations for water/sewer projects and necessary equipment, to administration
- ✿ Recommends sewer ordinance amendments to administration
- ✿ Develops changes in departmental water rules and regulations
- ✿ Writes and recommends changes in water departments rules and regulations
- ✿ Reviews engineering designs for public and private projects and recommends changes

55%

SUPERVISION

- ✿ Interviews candidates for positions and recommends hiring
- ✿ Trains employees
- ✿ Monitors the work of employees and ensures compliance with policies and procedures
- ✿ Assigns work
- ✿ coordinates employee work schedules
- ✿ Reviews employee performance and maintains proper records
- ✿ Administers discipline
- ✿ Ensures effective communication of information to all department employees
- ✿ Provides leadership and guidance to staff in fulfilling their responsibilities
- ✿ Inspects work in progress to ensure compliance with codes
- ✿ Develops sanitation policy to ensure employees safety
- ✿ Reviews proposed union contracts and recommends policies in cooperation with departments operation

CITY OF TALLMADGE

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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5%

PURCHASING

- ✿ Purchases equipment and parts used for maintenance, repair and installation
- ✿ Writes and submits specifications information for bidding
- ✿ Tests, Evaluates and standardizes new equipment and materials
- ✿ Reviews purchase orders, invoices and inventory

5%

REPORTING

- ✿ Maintains the following reports:
 - ✿ Inventory
 - ✿ Overtime
 - ✿ Meter Usage
 - ✿ Installations
 - ✿ Work Reports
 - ✿ Equipment
 - ✿ Environmental Protection Agency
 - ✿ Mayor's Annual Report

5%

COMMUNITY RELATIONS

- ✿ Represents the department at public meetings, upon request
- ✿ Informs citizens of department services
- ✿ Works cooperatively with community groups
- ✿ Determines final resolution of water, sewer and billing problems
- ✿ maintains a working relationship with contractors, business personnel and homeowners and provides technical guidance on existing and new installation problems
- ✿ Assists Director of Public Service in preparing news releases

5%

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

- ✿ Attends meetings and serves on temporary committees, as requested
- ✿ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- ✿ Performs additional duties and assignments, as requested

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% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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EQUIPMENT OPERATION

- ⊗ Operates equipment including:
 - ⊗ Boring machine
 - ⊗ Flow and pressure gauges
 - ⊗ Generators
 - ⊗ Leak locators
 - ⊗ Portable lighting equipment
 - ⊗ Portable pumps
 - ⊗ Saws
 - ⊗ Tapping machines
 - ⊗ Torches
 - ⊗ Transits
 - ⊗ Underground piercing tools

➤ *Denotes essential function of the job*

Employee Signature

Date