



## **Water Utility Superintendent**

**Position Title:** Water Utility Superintendent

**Department:** Public Works

**Work Location:** Water Filtration Plant

**Employment Category:** Full-Time

**Classification:** Exempt

**Pay Grade:** 7

**Date Adopted:** November 19, 2021

**Date Revised:**

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### **General Statement of Duties:**

Plans, organizes, and directs the operations of the Water Utility for the City of Port Washington.

### **Supervision Received and Exercised**

- Receives direction and supervision from the Director of Public Works.
- Hires and supervises nine full-time Water Utility Employees.

### **Distinguishing Features of the Position:**

This Division Head is responsible for the operation of the City's four MGD surface water filtration plant, three elevated storage tanks, three booster pump stations, more than 5,000 metered customers, and the 55+ mile distribution system. The Water Utility Superintendent supervises a staff of four full-time plant operators and five additional employees who perform maintenance duties at the plant, pump stations, towers, and distribution system as well as serve as relief operators inside the plant. This position works closely with the Street Commissioner and reports to the Director of Public Works. The Water Utility Superintendent is required to effectively communicate both verbally and in writing with supervisors, subordinates, other department heads, elected officials, and the public. Strong interpersonal skills and the ability to plan and manage multiple operations, provide leadership, display initiative, and exercise good judgment are also

required. This position is on-call 24 hours/day, seven days/week, and is responsible to be on site as required for all emergency situations including water main or service breaks.

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### **Essential Duties and Responsibilities:**

- Plans, assigns, and supervises daily job assignments for all employees within the department, including:
    - The operation and maintenance of all pumps, chemical feed equipment, process equipment, filters, SCADA system, and building facilities.
    - Meter reading and replacement
    - Fire hydrant flushing, repair and replacement
    - Valve exercise and replacement
    - Leak detection
    - Water main and service repair
  - Establishes, follows, and enforces job safety requirements in accordance with all State and Federal regulations. Conducts regular job safety meetings.
  - Provides continuing educational opportunities for department staff on current practices in the production and distribution of treated surface water.
  - Collects samples, and prepares and submits required reports (lab results, water usage, etc.) to DNR, EPA, and PSC.
  - Provides fire flow data as required for water main extensions and replacement applications.
  - Works with the City Engineer on planning and design of water main and service replacement projects
  - Prepares yearly budgets and performs long range planning for capital expenditures and equipment replacement. Tracks spending, stays within budget, and informs supervisors of projected cost overruns.
  - Assists in grant writing and provides required documentation for grant reimbursement.
  - Prepares and provides documentation required for rate increases.
  - Attends monthly Board of Public Works meetings and reports directly on agenda items.
  - Serves as a first responder to all emergencies and non-emergencies relating to water main and service breaks, power outages, pump failures, etc.
  - Responsible for evaluating employee performance, personnel issues within the department, and recommending discipline, suspension or discharge of employees.
  - Assists all City Departments as required.
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## **Desired Minimum Qualifications:**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.*

- Must hold a Surface Water Grade 1 and Distribution Grade 1 Operator's Certificate issued by the State of Wisconsin.
- Has a thorough knowledge of current methods, materials, equipment, and techniques used in the operation and maintenance of a surface water filtration plant and distribution system.
- Knowledgeable in Word and Excel. Proficient in usage of the City's Geographic Information System (GIS) and is able to train others.
- Has the ability to stand or sit for lengthy periods of time performing both field and office work.
- Can work in all extremes of weather for extended periods of time.
- Able to work evenings, early mornings, or overnight as required for emergencies, special events, or planned operations.
- Ability to read, interpret and apply federal, state and local rules and regulations
- Ability to manage construction projects, consultant contracts and budgets.
- Ability to make independent judgements and/or recommendations.
- Ability to establish and maintain effective working relationships with other City employees, the general public, elected officials, and representatives of other local, State, and Federal regulatory governing bodies.
- Ability to communicate both verbally and in writing, ideas, concepts and programs in a clear and concise manner.
- Ability to delegate work, supervise and manage personnel.
- Ability to display initiative.
- Skills in personnel management, diplomacy and interpersonal relations.

## **Education and Experience Guidelines:**

*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 required.

An Associate's, Bachelor's, or advanced degree in water science or related field is preferred.

Experience:

- Minimum of four years of municipal water operations and maintenance experience required. Supervisory experience preferred.

- A valid Wisconsin driver's license is required.

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**Physical and Environmental Conditions:**

*The conditions 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 the essential job functions.*

- Physical: Sufficient physical ability to work in an outdoor setting with uneven terrain. Must be able to work outdoors in all weather. In the office setting; sit for prolonged periods of time; regularly stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. Hearing: Hear in the normal audio range with or without correction.
- Environment: Standard office setting; frequent interaction with City staff; work with intense deadlines.

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**Selection Guidelines and Reasonable Accommodations:**

The selection process may include formal application, rating of qualifications and experience, oral interviews, reference checks, background examination, physicals, and drug tests, and/or job-related tests.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 agreement between the employer and applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Port Washington is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employee Sign Off**

*I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.*

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Incumbent Signature Date

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Department Head Signature Date

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City Administrator Signature Date