

CITY OF LANDER
POSITION AVAILABLE
WATER SYSTEMS SUPERINTENDENT

The City of Lander is accepting applications for a Water Systems Superintendent. This a full-time position with benefits. Salary will depend on experience. Detailed job description is available at City Hall, 240 Lincoln Street, Lander, Wyoming. It is also available on our website www.landerwyoming.org

Applications or Resumes must be received by 5:00 p. m. Friday, March 30, 2018.

City of Lander

Job Description



Title:	Water Systems Superintendent	Grade:	15 \$48,108 - \$79,097
Department:	Public Works	Effective Date:	7/2008
Division:	Water Systems	Last Revised:	3/2018

GENERAL PURPOSE

Performs a variety of managerial and administrative duties related to planning, organizing, directing and coordinating the day-to-day maintenance, repair and operations related to wastewater collection, wastewater treatment and culinary water supply, treatment, transmission, and distribution. Assures total water quality according to Federal, State and local regulations. Oversees the monitoring and reporting of the status of the city water supply. Participates in the development of city water quality programs and ordinances.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Provides close to general supervision to all water and sewer systems operators.

ESSENTIAL FUNCTIONS

Plans, organizes, directs and oversees the administration of the water and sewer systems division within the city including all aspects of the wastewater collection, wastewater treatment, culinary water system, water disinfecting, treatment and testing, transmission and distribution; monitors, reviews and approves design and work of contractors; performs plan reviews; updates and maintains standards for all water systems projects; acts on all requests for new service line connections, determines most feasible methods and location for such installations.

Supervises division personnel; implements department policy and rules; informs personnel of new procedures and policy changes; administer in-service training and safety programs; conducts interviews, evaluates employee performance; disciplines as necessary; organizes and conducts department meetings; prepares work assignments, orients staff to project details; provides guidance as to project specifications, deadlines, standards and methods of construction.

Assists in the preparation of department budget; prepares projections of division needs related to personnel, equipment and materials; predicts growth on existing systems, analyzes costs; formulates and implements plans for maintenance and orderly development; prepares bid specifications for various projects, supplies, materials and equipment; submits requisitions for the purchase of supplies and materials used in the installation and /or repair of the water systems; verifies all costs incurred by the division.

Establishes and maintains documentation, records, maps and related detail for all underground systems, utilizes system maps and records during emergency operations; assures timely and consistent sampling, reviews water samples and sends the reports to the State and the Board of Health; insures necessary changes are made to achieve the desired results; works closely with the Public Works Director on all new pumps, tanks, wells, extension of lines and the compilation of reports and data on wells for all monthly, quarterly and annual reports; assures reports are completed accurately and timely.

Supervises inspection of city waterworks including the wastewater treatment, water mains, storage reservoirs, pumps, wells, sources of supply, water meters; etc.; insures proper equipment maintenance; assures proper operation of water purification/treatment facilities.

Establishes priorities to deal with emergencies and unanticipated needs; assigns manpower and material resources to various water related projects; inspects work sites for unusual problems or nonconformity to project specifications; investigates and resolves complaints.

Oversees routine checks of springs, pumps, wells, water lines; may participate in general projects, operates equipment in installing and maintaining lines, installs meters, maintains pumps, wells and automatic valves; oversees maintenance records of all lines and systems; insures adequate water supply during times of peak usage.

Responds to emergency calls twenty four hours a day; determines necessary personnel and materials needed to solve the problem.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus two (2) years of specialized training directly related to above duties provided through professional workshops, in-service courses, or college;

AND

B. Eight (8) years of progressively responsible experience in a field directly related to above duties; two (2) years of which must have been in a lead worker capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of water supply and distribution, wastewater collection and treatment; principles of supervision; construction requirements for water distribution and pumping systems; hazards and precautions associated with trench work and waterline construction; knowledge of OSHA requirements for job safety, state or federal regulations governing installation and maintenance of water systems; water quality laws; water sampling methods and regulations; budget preparation and fiscal management; interpersonal communication skills. Working knowledge of general laboratory processes and procedures, chemistry and microbiology.

Ability to analyze water and sewer system, identify problems and determine optimum solutions; make accurate decisions in emergency situations where consequences of error could be costly; communicate effectively verbally and in writing; word processing, excel, and email skills; ability to understand and read water and sewer system plans; plan and organize work of subordinate personnel; evaluate employee performance and make related decisions for the good of city service; enforce related policies, procedures, regulations, and standards without partiality; develop effective working relationships with elected officials, public and private managers, department heads, subordinates, government agencies, and the public.

Required to maintain or obtain sufficient types and level of Water and Wastewater certifications for distribution, collection and plant operation. Required to possess a valid driver's license and maintain or obtain a CDL. Encouraged to have operator skills for excavation equipment.

4. Work Environment:

Incumbent of the position normally works in an outdoor environment, subject to changing and seasonal weather extremes. Occasionally, tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)