



JOB POSITION: UTILITY CONSTRUCTION SUPERINTENDENT – WATER DISTRIBUTION

Division: Customer Operations (Field Operations)
Reports to: Water Distribution Manager
Status: Non-Exempt
Pay Grade: 15
Job Code: 769
Date: 07-01-19
Revised Date: 04-01-22
Last Reviewed Date: 04-01-22

SUMMARY OF JOB

Performs responsible administrative work in overseeing operation/maintenance/quality control of Water Distribution construction projects. Prepares short/long-range plans to include financial analysis/project review. Works with department supervisors/ superintendents/managers/assistant director/deputy COO in regards to the hiring/dismissal of employees and on problems encountered in work area offering possible solution. Regularly communicates with other Superintendents on future planning/scheduling. Assists in the formulation/ administration of departmental policies/plans/programs. Reads/interprets plans/ specifications. Assists in Capital Equipment Replacement Analysis. Assists Manager with Development Plan Review. Assists in preparation of assigned area's budget and maintains authorized budget. Prepares periodic activity reports/other detailed reports/records. Manages Vehicle GPS data/work flow. Utilize software to develop work orders/work packages/update scheduled tasks. Create incident/repair/survey reports in monthly reports or work order packages. Coordinates project work with other Authority departments/outside agencies. Takes active role in establishing and promoting a safe working environment by ensuring personnel are following necessary safety procedures and enforcing all safety regulations with emphasis on safe trenching, shoring and confined space practices. Provides recommendations for safety/training needs to management. Oversees operation/maintenance of water distribution systems/ sewer collection systems and facilities. Must work varied work shifts including standby/emergency hours as assigned. May be required to work overtime/extended hours

ESSENTIAL DUTIES AND RESPONSIBILITIES

Includes the following. Other duties may be assigned or scheduled.

- Plans, directs and coordinates all activities of assigned areas.
- Prepares short and long-range plans for assigned area to include financial analysis and project review.

- Takes active role in developing employees by establishing individual employee goals and objectives. Assures appropriate resources are available to obtain established goals and objectives.
- Assures employee performance evaluations are complete and accurate and meet all requirements.
- Makes recommendations to management on appointments and promotions within assigned area.
- Works with department supervisors, superintendents, managers, assistant director and/or deputy COO in regards to the hiring and dismissal of employees.
- Regularly communicates with the Water Distribution Manager and other Water Superintendents on future planning and scheduling.
- Assists in the formulation and administration of departmental policies, plans and programs.
- Reads and interprets plans and specifications.
- Assists in Capital Equipment Replacement Analysis.
- Assists Water and Sewer Managers with Development Plan Review.
- Assists in preparation of assigned area's budget and maintains authorized budget.
- Prepares periodic activity reports and other detailed reports and records as required.
- Manages Vehicle GPS data and work flow for maximum efficiency.
- Confers with department manager, assistant director, and/or Deputy COO Customer Operations on problems encountered in assigned area and provide possible solutions in divisional operations.
- Utilize asset management system software to develop work orders, work packages, update scheduled tasks, and use software features such as expand and select for development of work packages. Create incident, repair and survey reports for internal use (e.g., number of repairs and type, time on job, total number of work orders) in monthly reports or work order packages as well as external use (e.g., monthly fire hydrants out of service reports).
- Coordinates project work with other Authority departments and outside agencies.
- Takes active role in establishing and promoting a safe working environment by ensuring personnel are following necessary safety procedures and enforcing all safety regulations with emphasis on safe trenching, shoring and confined space practices. Provides recommendations for safety and training needs to management.
- Oversees operation and maintenance of water distribution systems and facilities.
- Subject to twenty-four (24) hour call.

SUPERVISORY RESPONSIBILITIES

Supervises assigned employees in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance;

rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to direct and supervise work of assigned personnel.
- Ability to review and recommend improvements in processes and procedures for assigned area.
- Ability to think logically and comprehend data.
- Ability to work with minimal supervision.
- Ability to work safely and obey all safety rules.
- Ability to communicate effectively, both verbally and in writing.
- Ability to respond to inquiries from employees and customers verbally or in writing as necessary.
- Ability to represent assigned area in meetings attended.
- Ability to identify problems and/or conflict and seek management assistance in dealing with problems and/or conflicts.
- Ability to analyze and solve technical and administrative problems.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps, procedure manuals, policies, procedures, guidelines and permits.
- Ability to use Asset Management Software to access, review, create, and update GIS data. Utilize data to provide suggestions for upgrades to water distribution system.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form.
- Ability to write reports, correspondences and procedure manuals in a clear concise manner.
- Ability to establish and maintain effective, respectful, and professional working relationships with co-workers, employees, other Water Authority departments and the general public.
- Ability to work alone or in a team environment.
- Must possess and maintain a good work ethic concerning attendance, punctuality, positive attitude, meeting deadlines, being a team player and encouraging teamwork among employees.
- Skill in use of computers and various software (word processing, spreadsheets, electronic calendar, email, etc.).

EDUCATION and/or EXPERIENCE

Associates degree in engineering or water and/or wastewater operations or related field from an accredited college or university is preferred; three (3) years of related

experience in designing, operating, constructing, or maintaining water distribution systems; a minimum of two (2) or more years of related work in a supervisory position or equivalent combination of education and experience.

CERTIFICATE, LICENSE, REGISTRATION REQUIREMENTS

Must possess a valid Virginia driver's license or have the ability to obtain one within 60 days of employment date. No more than six (6) demerit points on driving record if required to drive Water Authority vehicles.

PHYSICAL DEMANDS OF THE JOB

The physical demands described here 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 functions.

- While performing the duties of this job, the employee is regularly required to walk, stand, and sit; reach with hands and arms; talk and hear.
- Specific vision abilities required by this job include ability to adjust focus. If corrective lenses are noted on driver's license, the lenses must be worn when operating Authority vehicles.
- Repetitive movement using equipment is involved.
- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, bend, climb, balance or crawl.
- Employee must be able to stand for an extended amount of time at the jobsite.
- Employee must be physically able to walk several miles during the day.
- Employee must be physically able to regularly reach overhead.
- Employee must regularly lift, carry and/or move up to 50 pounds and occasionally 100 pounds. Assistance is required on weight amounts above those listed. Failure to do so could result in injury and denied Worker's Compensation benefits.

WORK ENVIRONMENT ENCOUNTERED IN THIS JOB

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.

- Employee will be regularly exposure to moderate or high noise level, extreme outside weather conditions, uneven, steep, slippery terrain conditions, dusty conditions and wet and/or humid conditions.
- Employee will be subject to exposure to moving mechanical parts and heavy equipment operation.
- Employees will be subject to roadway hazards, i.e. traffic.
- Employee will be subject to outside hazards, i.e. poison ivy, bees, spiders, dirt, animals.
- Employee will be subject to confined areas, i.e. confined spaces, sewer manholes, water vaults, wastewater pits, and/or protected trenches.

GENERAL STATEMENT AND SELECTION GUIDELINES

The above statements describe the general nature and level of work assigned to in this job position. They should not be construed as an exhaustive list of all job duties or tasks performed by personnel so classified.

The following will identify the selection guidelines for job placement:

- WVWA application.
- Rating of education, experience, training and qualifications.
- Reference checks.
- Interview with WVWA management team.
- Applicant must pass a pre-employment physical and drug/alcohol test.
- A criminal background check and social security number verification will be performed. The results must match information provided by the applicant on the WVWA application.
- Job related test might be required and would be administered to all applicants chosen for an interview.