



## POSITION DESCRIPTION

<b>POSITION:</b>	<b>UTILITIES SUPERINTENDENT- WASTEWATER</b>	<b>CIVIL SERVICE:</b>	<b>NO</b>
<b>DEPARTMENT:</b>	<b>MUNICIPAL UTILITIES</b>	<b>FLSA EXEMPT:</b>	<b>YES</b>
<b>DIVISION:</b>	<b>WASTEWATER</b>	<b>UNION:</b>	<b>N/A</b>
<b>REPORTS TO:</b>	<b>DIRECTOR OF MUNICIPAL UTILITIES</b>	<b>PAY GRADE:</b>	<b>N16</b>

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### FUNCTION:

Under general direction of the Director of Municipal Utilities, supervise, plan, organize, and coordinate the operation and maintenance of sanitary sewer lift stations, sewer collection system, storm water conveyance system and other utility facilities as required by federal, state, and local regulations. Serve as a resource for the public, developers, contractors, customer service, engineering, and other staff. Perform other utility related duties as required.

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### SUPERVISES:

Utility Operators

### EQUIPMENT USED:

Vehicles, office and safety equipment as well as knowledge of all division testing and operating equipment.

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### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervise the operation, maintenance, and repair of the wastewater pumping stations, wastewater collection systems and storm water conveyance system. Make routine inspections of wastewater facilities to insure operational staff is properly operating and maintaining equipment. Review and update operational worksheets and logs for completeness and indicators of potential problems.
- Ensure compliance with all applicable state, federal and local regulations and permits, including safety regulations. Research codes and professional publications. Network with other industry and government professionals, maintain files, develop programs, and submit monthly and annual reports as required.
- Determine the need for and direct the implementation of education and training programs for all division staff to increase effectiveness and efficiency of operations, including safety related training. Ensure division staff is provided the required continuing education to maintain current or pursue necessary technical certifications. Serves on the City Safety Committee as directed.
- Provide technical assistance to the Director and other City Departments including review of public improvement and private development construction plans, site plans, municipal utility upgrades, and subdivisions.
- Advise the Director on personnel matters, operational issues, budgetary items, regulatory compliance issues, plans and specifications for projects, equipment, and facilities.
- Prepare division budget for submittal to Director and monitor expenditures.
- Review and approve time off, work schedules and payroll forms. Complete annual performance evaluations of all employees within the division.

- Assist the Director with the development and monitoring of maintenance plans and programs for the Department.
  - Assist and instruct operations personnel when determining causes of problems with equipment; when completing more complex tasks; and when completing other than routine projects throughout the wastewater collection system.
  - Coordinate and schedule services and repairs performed by outside contractors and ensures work is completed per specifications. Contacts equipment manufacturer representatives on problem maintenance issues and orders replacement parts and equipment as necessary.
  - Prioritize projects, make personnel assignments, and make budget recommendations for staffing and equipment considerations.
  - Represent the City of Ankeny on regional wastewater technical committees as assigned.
  - Respond to complaints or inquiries from the public as soon as possible. Ensure all customer service activities are completed professionally and as scheduled.
  - Inspect construction sites to help ensure the accuracy of construction activities.
  - Assist with supervising the activities of the water section in the absence of the Water Superintendent.
  - Maintain the division's geographic information system (GIS) and WinCan software/data.
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#### **ENTRY REQUIREMENTS AND SKILLS:**

Graduation from high school or an equivalent and seven years of increasingly responsible experience involving the operations, repair, and maintenance of wastewater treatment or collection systems and all related appurtenances. Must possess a Grade IV Wastewater Treatment Operator Certification issued by the State of Iowa; or a Grade IV Collection System Operator Certification issued by the Iowa Water Environment Association (IAWEA). Shall be required to obtain a Grade I Water Distribution Operator Certification and a Grade I Water Treatment Operator Certification issued by the State of Iowa within 3 years of hire. Shall maintain a valid driver's license issued by the State of Iowa and may be required to obtain a Commercial Driver's License (CDL) issued by the State of Iowa.

Must have a working knowledge of Geographic Information Systems (GIS) and Global Positioning Systems (GPS). Possess or be able to obtain PACP Certification within 12 months of hire.

Must have the abilities to establish and maintain effective working relations with others as well as assist in the supervision and training of subordinate employees.

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#### **WORKING CONDITIONS:**

- Will be required to perform duties during off-hour emergencies and weekends.
- May be exposed to a variety of chemicals, noxious odors, gases, high voltage, and other potentially hazardous working conditions as well as all types of weather conditions and extremes.
- Will be required to operate employer's vehicles and related equipment.
- Supervise and assist operations personnel with hands on operations, maintenance, and other related work duties as the workload may require or as directed.

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**PHYSICAL REQUIREMENTS:**

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must be able to kneel, squat, bend, twist, and climb.
- Must be able to work on equipment located overhead, above or below the waistline.
- Must be able to work in wet environments.
- Must be able to climb into or out of employer's equipment.
- Must be able to remove and replace manhole covers weighing up to 80 pounds with a lever.
- Must be able to climb into and out of 24 inch openings.
- Must be able to climb and descend ladders and stairs, and walk over uneven terrain.
- Must be able to work on equipment at floor level, waist level, or overhead.
- Must keep regular and reliable attendance.