



POSITION DESCRIPTION

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

FUNCTION:

Under general direction of the Director of Municipal Utilities, supervise, plan, organize, and coordinate the operation and maintenance of the water distribution system, pumping and booster stations, and storage and treatment facilities as required by federal, state, and local regulations. Serve as a resource for the public, developers, contractors, customer service, engineering, and other staff. Provide for one-call locating and perform other related duties as required.

SUPERVISES:

Utility Operators

EQUIPMENT USED:

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

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervises the operation, maintenance, and repair of the water distribution system, water treatment facilities, and water facilities. Make routine inspections of water facilities to ensure operational staff is properly operating and maintaining equipment. Review and update operational worksheets, test results, and logs for completeness and indicators of potential problems.
- Ensure compliance with all applicable federal, state, and local regulations and permits including safety regulations. Research codes and professional publications. Network with other industry and government professionals, maintain files, develop appropriate programs, and submit and sign 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 the 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 major projects, equipment, and facilities.
- Prepare division budget submittal to the Director and monitor expenses.

- 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.
- Coordinate maintenance programs to ensure water distribution system integrity, operation and water quality, including leak detection, valve maintenance and hydrant flushing programs.
- 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 water distribution system.
- Coordinate and schedule services and repairs performed by outside contractors and ensure work is completed per specifications. Contact equipment manufacturer representatives on problem maintenance issues and order replacement parts and equipment as necessary.
- Work with Ankeny Fire Department personnel to coordinate hydrant flushing operations to maintain the City's ISO ratings.
- Provide fire flow data for commercial fire system designers and installers.
- Work with the Planning and Building Departments to provide water meter and back flow device sizing requirements.
- Investigate ordinance violations and recommend civil actions or other corrective actions to ensure compliance with Ankeny Code to the Director.
- Prioritize projects, make personnel assignments, and make budget recommendations for staffing and equipment considerations.
- Represent the City of Ankeny on regional water 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 accuracy of construction activities.
- Assist with supervising the activities of the wastewater section in the absence of the Wastewater Superintendent.
- Maintain the department's geographic information system (GIS).
- Review and interpret lab data on a daily basis to ensure adequate treatment operations are being met at all times and assist in determining lab testing requirements to ensure compliance with approved sampling plans and the City's water permit.
- Coordinate and supervise ongoing sampling and testing programs, including the Lead and Copper Program, Bacterial Monitoring Program, Disinfection Byproducts Sampling Program, the UCMR Program, and all other sampling required by our Public Water Supply Permit; coordinate schedules with local homeowners, and ensure all required records are properly maintained at all times and reports are mailed to regulatory agencies as required.

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 water distribution systems, water treatment systems, and all related appurtenances. Must possess a Grade IV Water Distribution Operator Certification issued by the State of Iowa and a Grade III Water Treatment Operator Certification issued by the State of Iowa. Shall be required to obtain a Grade I Wastewater

Collection System Operator Certification from Iowa Water Environment Association (IAWEA) 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).

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.

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.

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 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 at work.