



## SPRINGFIELD UTILITY BOARD

### Job Description

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**TITLE:** Water Superintendent

**STATUS:** Exempt / Non-union

**REPORTS TO:** Director of Water Engineering and Operations

**RANGE:** 44

**POSITION SUMMARY:** The Water Superintendent responsibilities include serving as a member of the Water Division leadership team in planning priorities for the maintenance and construction of water and production facilities. The position is required to provide exemplary leadership in assigning and coordinating projects and directing, evaluating and managing the activities of the construction, engineer technician, warehousing and purchasing departments. Assignments and objectives are received by written and/or oral instructions, from the construction and maintenance projects schedule, and/or from engineering drawings. This position is required to review all work orders to determine if changes in engineering plans are required due to field conditions and to make appropriate recommendations to engineering. Perform other duties as assigned.

#### **MAJOR RESPONSIBILITIES**

##### *Essential Functions*

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Maintains reliable and predictable attendance.
4. Demonstrates and models exemplary leadership to all employees.
5. Establishes and evaluates the overall operation of the department(s) including: systems, productivity, purchasing, staffing requirements and establishing and achieving goals.
6. Assumes fiscal responsibility by participating in the preparation of and operating within an approved annual budget for his/her assigned areas of responsibility.
7. Provides a positive, inspiring and motivating work environment for staff.
8. Supports, coaches and counsels staff to ensure a productive and efficient team environment.
9. Documents personnel actions according to policies and procedures with the guidance of the HR manager and director.
10. Conducts Performance Appraisals on schedule, as needed and/or required; monitors and evaluates employee performance; collaboratively establishes goals and performance improvement plans.

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11. Plans and conducts orientation of new employees.
12. Promotes and supports on-going education and training of staff to ensure the highest quality performance standards to meet the changes in a dynamic water utility industry.
13. Collaborates and openly and effectively communicates with other directors and/or managers to identify and solve problems and to coordinates resources.
14. Promotes and maintains open and effective communication with staff. Conducts regular and impromptu staff meetings to share information.
15. Develops new job descriptions as needed and reviews current job descriptions annually.
16. Maintains confidentiality of organizational and staff information.
17. Recognizes contributions and celebrates small and big individual and team accomplishments.
18. Delegates challenging and meaningful responsibilities to staff to ensure their on-going development and success.
19. Collaborates with the Safety and Environmental Manager to oversee, monitor and ensure the success of the division's Safety Program.
20. Creates and supports a safe work environment to prevent work related injuries.
21. Ensures the efficient and proper use of equipment and materials.
22. Provides operating and construction review of water facilities as required.
23. Sets priorities, develops schedules and coordinates the construction of water distribution, transmission, production and source facilities to ensure that projects are within budget and completed in a timely manner.
24. Ensures compliance of SUB work rules, policies, procedures and safety practices. Takes appropriate corrective action for non-compliance.
25. Ensures the purchasing of materials and supplies is in accordance with SUB's standards, budget and applicable laws and regulations.
26. Review all work orders to determine if changes in engineering plans are required due to field conditions and make appropriate recommendations to engineering.
27. Monitors project construction status and adjust schedules as required.
28. Organizes and facilitates the Water Division's on-call procedures, which may include training and meetings throughout the year.

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29. Maintains valid Oregon CDL Class A driver's license and good driving and safety record.

### ***Marginal Functions***

30. Active member of division committees as assigned.

31. Performs special projects as assigned by the Director.

*Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.*

### ***Attributes***

SUB strives to promote a safe, positive and caring work environment. In addition to the above qualifications, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

### **OTHERS SUPERVISED**

- Water Foreman, Water Working Forman, Heavy Equipment Operator, Water Utilityman, Storekeeper, Water Crew Helper, Water Crew/Storekeeper Helper, Engineer Technicians 1– 3, Engineering Supervisor, Meterman, Operations Assistant, CAD/FM Technician

### **MINIMUM QUALIFICATIONS**

#### ***Experience***

- Minimum of ten years of experience in the water utility industry, including planning, construction, operating, maintenance and purchasing work experience
- Must have a minimum of five years of recent supervisory experience

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### *Knowledge, Skills & Abilities*

- Knowledgeable in all phases of water utility construction, operations, budgeting, maintenance, production, source and safety
- Purchasing practices, laws and regulations
- Basic proficiency in Microsoft Office Word and Excel software
- Effective leadership skills to motivate, coach and develop highly skilled, efficient and productive teams
- Demonstrates excellence and consistency in the following areas:
  - Positive leadership qualities; viewed as a positive role model by others
  - Team work, coaching skills ability to train others
  - Consistently communicates positively and effectively with co-workers
  - Models exemplary behavior
  - Uses sound judgment and exhibits creative problem solving skills
  - Makes appropriate decisions within scope of authority
  - Excellent planning and organizational skills

### *Education*

- High school diploma
- Minimum Water Distribution Level III Certificate required, or ability to attain within six months.
- Continuing education at seminars, workshops, or coursework to obtain and demonstrate current knowledge of practices in the management of water utility facilities and systems and to maintain required water certification levels

## **PHYSICAL AND MENTAL REQUIREMENTS**

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times while directing fellow employees and while working alone.
- **ABILITY TO DEAL WITH STRESS:** Makes decisions quickly and calmly during emergency or stressful situations. Thinks and reacts quickly if accidents occur. Interacts well with co-workers. Able to coordinate and direct many jobs/tasks, employing a variety of people at the same time.
- **VISION**
  - Far visual acuity:** Sees adequately to drive a vehicle.
  - Near visual acuity:** Reads small print on maps, plans, labels, reports, numerous other written documents and computer screens.
  - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to energized wires to workers, movements of bucket truck and other equipment.

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**Color vision:** Judges red, green and yellow traffic lights adequately to drive vehicles on highways.

**Night vision:** Maintains the visual abilities listed above when working at night and in poor light and inclement weather conditions and inclement weather conditions.

- **HEARING:** Hears spoken conversation well and on telephone despite heavy background noise from traffic, construction equipment, rain or wind and when visual signals cannot be used. Hears adequately to operate a two-way radio.
- **SPEECH:** Speaks loudly and clearly enough to be accurately understood when speaking to a co-worker despite heavy background noise and when visual signals cannot be used. Speaks clearly communicating by two-way radio and telephone.
- **STANDING:** Worker may stand on stand on dirt, concrete, asphalt or solid floors for short period of time of the workday.
- **SITTING:** Worker sits on a variety of vehicle seat types and office furniture. Total sitting is three hours or more a workday.
- **WORKER MOBILITY:** Can change position frequently, which may require full body bending and /or twisting and /or lifting.
- **WALKING:** Rarely walks one-half mile at a time on uneven ground. Total walking per shift is 10% - 20%.
- **LIFTING/CARRYING:** 0 -10 lbs. – continuously; 11-20 lbs. –frequently; occasionally worker may carry boxes of office supplies and move office furniture.
- **PUSHING/PULLING:** Limited to materials to materials and equipment in office and may be done while bent over.
- **REACHING/HANDLING:** Occasionally works at full extent of reach.
- **TWISTING:** Rotates head fully to both sides to observe equipment and workers while standing on the ground or in awkward position. Some twisting is required when lifting items or handing items to co-workers.
- **CLIMBING:** In and out of vehicles or inclines at work sites.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Performs a variety of light tasks outside with temperatures varying from below zero to over 100 degrees, sometimes in rainy, windy, snowy or icy conditions. Exposed to noise from traffic construction equipment near construction equipment sites, jack hammers, hydraulic saws and tamps. Hearing protection is provided.

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Exposed to chemicals (primary through skin contact or inhaling) and numerous types of pollen depending on location, season or climatic conditions. Bee/wasp stings, animal bites or poison oak may also occur.

- **PRODUCTS AND MATERIALS:** Paper and toner.
- **MACHINES/TOOLS/EQUIPMENT:** Uses computer, copier, office and cell phones, and other equipment.

Revised: June 1, 2016