



## Alton Water Department Job Description “Water Superintendent”

**Date:** April 9, 2018

**General Position Description:** Under the direction of the Water Commission, the Superintendent is responsible for the day-to-day operation and maintenance of the Town’s drinking water and distribution system. The Superintendent supervises all employees within the Water Department. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

**Accountability:** The Superintendent reports to the Water Commission.

**Equipment Used:** Heavy equipment such as backhoes, excavators, and more; light equipment such motor vehicles, jack hammers, and more; SCADA, HMI and process instrumentation; mechanical and electrical hand tools, engineered drawings, laser levels, laboratory equipment, probes, meters, computer hardware and software, and general office equipment. Computer and peripherals

**Environment:** Inside: 80%    Outside: 20%

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Establish operational procedures to ensure the finished water quality meets or exceeds state and federal regulations.
2. Create long and short-term planning through development and proposal of the Capital Improvement Program for the Water Commission. Implement the approved Capital Improvement Program.
3. Prepare contingency and vulnerability assessment management plans for the Water Department facilities, wells, booster stations, and equipment.
4. Prepare and submit required regulatory reports for NHDES in addition to other state and federal government officials and agencies as required.
5. Ensure all Federal, State, and local safety regulations are adhered to and followed.
6. Create the annual budget proposal for the Water Commission.
7. Develop and provide system and building structural upgrade proposals to the Water Commission.
8. Recommend annual water rate adjustments to the Water Commissioner.
9. Anticipate and diffuse conflict or potential issues between employees and relay appropriately to the Water Commission.
10. Perform routine water quality analysis; make appropriate chemical adjustments for optimizing water quality and instruct operators of changes.
11. Ensure that the water system is meeting regulatory permit limits and health standards
12. Compile, analyze, and maintain water treatment data generated by operators and SCADA in electronic and hard-copy formats.
13. Troubleshoot mechanical, electrical, and instrumentation issues. Ensure issues are resolved in a cost-effective and timely manner for continual operation of facilities.
14. Create, maintain, and update an asset management plan.
15. Ensure the purchase order process is maintained.
16. Prepare bid specifications, review bids, and present a recommendation to the Water Commission for implementation.

17. Attend various meetings such as Water Commission, Board of Selectmen, Budget Committee, Capital Improvement Program meetings as required or needed for budgetary purposes, general operation updates, issues relating to the Department and other items which may arise.
18. Review scientific and industry literature to keep informed of new procedures, methods, materials and findings as related to water facilities and treatment.
19. Communicate water system status issues to the Fire Department as required to ensure emergency response preparedness and knowledge
20. Coordinate assistance with other departments for projects or emergencies.
21. Administer, oversee, and ensure quality control for contractor/vendor work affecting water infrastructure.
22. Handle customer relations and questions. Interact with the public in a calm, courteous, and respectful manner.
23. Coordinate work on projects performed by contractors/vendors to ensure compliance with specifications, contracts and cost effectiveness.
24. Schedule and supervise all personnel in daily work tasks including the planning, operation, maintenance and repairs of the water treatment pump houses and distribution system.
25. Ensure training is implemented for all staff on all possible functions and issues, to include safety, the Personnel booklet, and more.
26. Develop and maintain a culture of safety among employees.
27. Perform all personnel functions to include annual evaluation process, discipline, safety training, human resources answers to policy questions, merit pay recommendations, etc.
28. Perform other duties as requested.

**Support:** The Superintendent provides support to the Water Commission with their decisions concerning the day-to-day operation of the Department. This position carries out the Commission directives reports issues to the Commission, and makes recommendations on proposals of improvements or solutions to problems.

**Financial Data:** Budget preparation, CIP, Asset Management Plan, Expenditure/Revenue report knowledge, invoice approvals, bid spec adherence, etc.

**Computer Operation:** Computer hardware keyboard, mouse, etc. Computer software Microsoft Office and all other applicable software used in order to perform the responsibilities of a Water Department.

**Other Considerations and Requirements:**

- Carry out supervisory responsibilities in accordance with the Town's policies and applicable laws.
- Assist the Water Commission with interviews of potential employees.
- Personal Traits include clear and effective communication; ability to teach and learn from employees; dependability and punctuality; problem solving ability; integrity and fairness; an even temperament; exhibit a "can-do" attitude.

**Cognitive and Sensory Requirements:**

- Vision: Necessary for visual operation in all aspects of the position such as reading paperwork, maps, specs, etc; all equipment usage, observance of vehicle traffic, computer operation, observing safety of co-workers, public, etc.
- Vision: Corrected to 20-30 or a level which will enable the necessary vision to read instructions and documents.
- Hearing: Necessary for receiving instructions, listening to questions, safety while working, monitoring equipment noises.
- Speaking: Necessary for communicating with employees, residents, vendors, and the general public.
- Taste and Smell: Necessary for detecting fumes and gases.
- Dexterity: Necessary for operating all equipment and tools, handwriting, and computer keyboard operations, etc.
- Mobility: Needed to walk around work sites, conducting inspections, repair work on properties, walking around department locations, equipment/vehicle sites,

### **Physical Requirements:**

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 position, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch or crawl; talk, see, smell or hear. The employee must frequently lift and/or move up to or more than 50 pounds.

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.

Carry over 50 pounds: rarely required. Assistance may be available.

Balancing: regularly required.

Push/pull: constantly required.

Reach above shoulder height: frequently required.

Reach at shoulder height: frequently required.

Reach below shoulder height: frequently required.

Sit: one total hour per day.

Stand: six plus hours per day.

Walk: four plus hours per day.

Twisting: regularly required.

Bending: frequently required.

Crawling: regularly required on job sites.

Squatting: regularly required on job sites.

Kneeling: regularly required on job sites.

Crouching: regularly required on job sites.

Climbing: regularly required.

Driving: frequently required.

### **Fine motor skills (hands, wrists, fingers, feet, toes, etc):**

- Grasping: constantly required.
- Handling: constantly required.
- Torquing: occasionally required.
- Fingering: frequently required. Keyboards, hand tools, etc.
- Foot/feet: constantly required. Operating vehicle and equipment foot pedals, walking on properties, etc.
- Toes: Required for pedestrian maneuvers on sites.
- Controls and equipment: Hand and power tools, light and heavy equipment, motor vehicles, office equipment, telephone, etc.

### **Work Surfaces:**

- Rough, wet, slippery terrain
- Concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc
- Dirt surfaces, trails, woods, moss covered logs, sand, beaches, rocks, ledges, etc
- Office area includes workstation with desk, computers and cupboards
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surface
- Equipment and vehicle cab interiors and exteriors
- Rough, harsh, slippery, dangerous, wooded, flooded, uneven ground surfaces and/or areas

- Grass, dirt, gravel, mud,
- Rain, snow, sleet, hail, ice and flooded areas and surfaces
- Vertical and horizontal step surfaces

**Summary of Occupational Exposures:** 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.

- Frequent exposure to wet and/or humid conditions; strong odors; bloodborne pathogens and other diseases; moving mechanical parts; high precarious places; fumes or airborne particles; toxic or caustic chemicals;
- Various outside weather conditions.
- Risk of electrical shock.
- Noise level in the work environment is usually loud.
- May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Most work occurs within the office setting.
- Travel in a motor vehicle and heavy equipment is required.
- Property visits involving inspections, repairs, etc.
- Exposure to periods of sunlight and unfavorable climatic conditions when not in the office.
- When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

**Other Training, Skills and Experience Requirements:**

- Knowledge of the methods, practices, tools equipment and materials used in mechanical and electrical maintenance and the repair work of pumps and related equipment used in plant operations.
- Considerable knowledge of the established routines and practices for operating plant equipment and related testing and measuring devices used and knowledge of the hazards and safety precautions with related work is required.
- Ability to use precision measuring instruments, calculate variable formulas and prepare reports is essential.
- Knowledge of, and experience with, all aspects of the services that are provided with regards to drinking water treatment and distribution
- Above-average math, language, and computer skills. Strong ability in Microsoft Office, especially Word and Excel Experience with ArcGIS software and/or AutoCAD software. Add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- The ability to read, write, understand, and communicate in the English language.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**License/Certification Requirements:**

- Valid drivers license. CDL preferred but not required.
- NHDES Water Treatment Operator Grade II certification.
- NHDES Drinking Water Distribution System Grade II certification.
- Minimum of five (5) years of experience in the operation and supervision of similar water facility.
- Training in environmental studies or water facility work.
- Five or more years experience in the operation and supervision of similar water facility, required.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Schedule:** Monday through Friday, 7am – 3:30pm. These hours may change upon order of the Water Commission. The position is a minimum of 40-hours per week, however as a salaried position, the

Superintendent is on-call and may be required to respond to emergencies and call-outs of various needs for the water system.