



Superintendent of Utilities

DEPARTMENT

Public Works

ACCOUNTABLE TO

Deputy Director of Public Works

POSITION SUMMARY

This position is responsible for the planning, supervision and management of the facilities, personnel and operations of the Utilities Division of the Public Works Department to ensure maximum efficiency, economy and effectiveness in providing and maintaining high quality utilities service to the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review, evaluate and develop procedures, practices and policies of the Utilities Division implementing changes that increase the efficiency and effectiveness of the operations.
- Coordinate Divisional programs with other Departmental operations to avoid conflicts and maximize efficiencies.
- Develop and implement public relation and education strategies and programs that promote positive community relations and increased customer service. Liaison with City residents and County, State and Regional agencies regarding public utilities matters.
- Review and evaluate the performance of Division Personnel, provide training, positive reinforcement and constructive directives, and recommend and implement disciplinary action as necessary.
- Keep Divisional Personnel currently informed of City Policies/Procedures, accountability of their job responsibilities and the effective utilization of personnel and equipment.
- Keep Director/Deputy Director currently informed of significant activities and developments.
- Be available and able to evaluate and coordinate the appropriate response to emergency situations.
- Maintain and evaluate all records and operational data as necessary to ensure the efficient and effective operation of the Division and prepares regular and special reports as required by the Director or County, State, Regional and Federal agencies.
- Enforce safety and environmental rules and regulations.

- Provide administrative and management support, direction and planning for the Utilities field operation and water production/treatment and administrative sections.
- Establish maintenance priorities and coordinate personnel, equipment and capital resources to ensure priorities are met.
- Conduct interviews and selection of full-time permanent and part-time seasonal employees.
- Prepare equipment specifications for new acquisitions. Review and evaluate utilities construction projects. Oversee and inspect utility projects for compliance with plans and specifications.
- Respond to public inquiries and concerns regarding maintenance of operation and initiate appropriate action when required.
- Monitor records for inventory control and responsible for purchasing of necessary tools, equipment vehicles and chemicals for utility operations.
- Perform other related duties as apparent of assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Works Administration, Civil Engineering, or a related science field.
- Valid driver's license.
- Able to obtain within six months of employment, a Minnesota Class A Water and S-A Wastewater Operator's Certificate.
- Must have at least three (3) years of management and supervisory experience.
- Must have at least 10 years of experience with a Public Utility operation.
- Perform all essential position functions under the working conditions as described.

DESIRED DEVELOPMENT

- Current possession of a Class A Water and S-A Wastewater Operator's Certificate.
- 12 years of experience in a comprehensive utility department with five years progressively responsible experience in a management or supervisory position.
- Held responsible position/office in a professional organization related to the public utility field.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- The operations, functions and capabilities of light and heavy utility vehicle maintenance operations.
- Safety and environmental laws, procedures and reporting requirements including American Water Works Association (AWWA) Standards for Utility construction, Environmental Protection Agency (EPA), Safe Water Drinking Act rules and regulations,

Minnesota State Health Dept. requirements for construction and operation of a public water supply and reporting and rules and regulations pertaining to wells and water supply of the DNR State of Minnesota.

- Principles and practices of utility construction, rehabilitation and maintenance strategies.
- Applied understanding of computer applications to utility operations and management, including GIS design and development.
- Knowledge of mechanical, electrical and pump efficiencies and utility building maintenance.
- Working knowledge of the treatment process and plant operations of a 16 mgd. iron and manganese water treatment facility.

Skills in:

- Supervising, training and motivating personnel.
- Delegating work responsibilities and monitoring quality control.
- Organization and problem solving.
- Oral and written communication including research and preparation of reports and responses to individual and large groups.

Ability to:

- Communicate effectively - verbally and in writing.
- Supervise a large workforce to get maximum productivity and maintain morale.
- Effectively manage workloads and time commitments.
- Interact with city management team to be a team player with all city employees and departments.
- Independently identify problems, evaluate reasonable responses and implement effective action.

SUPERVISION

Direct supervision of:

- 1 - Water Production Supervisor
- 1 – Field Operation Maintenance Supervisor
- 1 – Utility Administration Supervisor

Position also coordinates and oversees the work of other departments/divisional personnel or contractual services assigned.

Indirect supervision of:

- 13 - Field Operation Maintenance Personnel
- 6 - Water Production Personnel
- 5 – Administrative/GIS Personnel
- 2 – Seasonal GIS Personnel
- 10 –Seasonal Utility Maintenance Personnel

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, feel or operate objects, tools or keyboards; speak intelligibly, hear and read. The employee is frequently required to drive a car, stand, walk, and reach with hands and arms.

The employee must frequently move, turn, lift and carry objects weighing up to forty (40) pounds. Specific vision abilities required by this job include close vision, color vision, distance vision, and depth perception. Employee must be able to climb water towers to 180' and sewer depths of 60'.

WORKING CONDITIONS

- The work environment in the field from 10% to 25% of the time and can involve contact with climatic weather and rough terrain.
- Normal 40+ hour work week Monday through Friday with occasional additional hours for evening meetings and emergencies. Employee shall be available and required to carry a cell phone for 24 hours a day, 7 days a week emergency call out.
- This is a FLSA exempt position.