

Utility Superintendent

Department: Maintenance

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work supervising the operations of city utilities and staff, assuring that systems are operating in an effective, safe and fiscally responsible manner, conducting training, coordinating maintenance activities, responding to emergency, on call or after hour requests, and related work as apparent or assigned. Work is performed under the general direction of the City Council. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Supervises staff and operations of the department; develops operational procedures; assists with hiring staff; schedules, directs and evaluates staff; implements promotions and disciplinary actions.

Oversees daily record keeping and monitoring of facilities, operations and distribution storage facilities.

Supervises facility and system preventative and major maintenance and upgrades; develops and implements the preventative maintenance schedule; works with vendors and contractors to facilitate maintenance.

Coordinates major capital upgrades with engineers, vendors, contractors and staff.

Develops and facilitates the budget.

Coordinates recommendations for presentation to the council or related governing bodies.

Prepares for, attends and facilitates various industry related meetings, conferences, committees and presentations.

Knowledge, Skills and Abilities

Comprehensive knowledge of the operating and maintenance requirements city utilities; comprehensive knowledge of hydraulic, chemical and mechanical principles pertinent to operations; comprehensive knowledge of the occupational hazards of the work and of the necessary safety precautions; ability to schedule and direct the work of staff and maintenance activities related to service needs; ability to complete standard maintenance on equipment and related tools; ability to read and understand basic city and state policies and procedures of limited scope and difficulty; ability to communicate complex ideas effectively, both orally and in writing; ability to analyze service problems and participate effectively in solving them; ability to operate standard office equipment and related hardware and software; ability to learn specialized software, systems or equipment related to business need; ability to interpret technical utility readings, reports, diagrams and publications; ability to generate applicable records, reports and files; ability to understand and follow oral and written instructions; ability to read meters, testing equipment and charts accurately; ability to lead the completion of service based initiatives and reporting requirements; ability to establish and maintain effective working relationships with associates and industry professionals.

Education and Experience

High school diploma or GED and considerable experience working in city utilities, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to

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receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and exposure to the risk of electrical shock and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Class D water operator license within one (1) year.

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Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

Valid commercial driver's license in the State of Minnesota.

Last Revised: 7/11/2012