



WEST DES MOINES WATER WORKS POSITION DESCRIPTION

Position Title: Superintendent	Department: Water Production and Water Distribution
Supervisor: General Manager	Bargaining Unit: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Category: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Supervises: Up to 21 full-time employees

Summary Description:

Under limited guidance, has direct supervision of both the water production and water distribution departments and is responsible for reporting to the General Manager. Responsible for planning and managing projects of a varied nature, requiring knowledge of a particular field, is responsible for the daily operations of the water supply, treatment, pumping, storage, residuals handling standby power facilities and distribution, has immediate supervision of water production and distribution operations employees and does related work as assigned.

Duties and Responsibilities:

- Supervises water supply and treatment operations, distribution operations and maintenance and ensures that these employees work efficiently as a team; oversees work schedules and tasks; participates in selection of new employees.
- Knowledge of laws, rules, regulations, and standards affecting the operation of a water utility
- Coordinates maintenance activities with Water Production Manager and Water Distribution Manager; reviews and approves maintenance plans and projects.
- Develops and implements procedures by which the water supply, treatment, and distribution facilities can be operated in order to produce water which is equal to or better than Federal and State Government requirements for water quality; develops and implements sampling and testing procedures both in the laboratory and in the field to assure the quality of water produced; recommends improvements in water treatment and distribution processes.
- Develops and implements procedures for compiling records on the operation and maintenance of water supply, treatment, pumping, storage, residuals handling facilities, and distribution mains, valves, and hydrants.
- Oversees development of operation procedures for water supply, treatment, pumping, distribution, storage and residuals handling facilities and equipment; prepares and maintains written descriptions of these procedures for inclusion in policies and procedures manual and coordinates with the managers in the preparation and maintenance of the manual.
- Assists in preparation of the annual operating and capital improvements budgets as directed
- Oversees preparation of specifications and annual bidding procedures for water treatment chemicals and orders those chemicals when needed; optimizes chemical usage
- Conducts tours of various Water Works facilities and presents information to people

- taking tours
- Coordinates initial training and continuing education programs for supervised employees; new training for new employees
- Answers questions and resolves complaints related to water quality
- Maintains close working relationship with Water Distribution Manager and Water Production Manager
- Participates in the technical committee of CIWW and oversees the operations contract (s).
- Implements safety procedures in accordance with rules of the Federal and State Governments and provisions of the Water Works Loss Prevention Control Program
- Oversees the Water Quality Laboratory and is the lab supervisor of record. Trains personnel to perform water quality tests; provides for maintenance of laboratory equipment; purchases laboratory equipment and supplies
- Coordinates and oversees any DNR required sampling, understands and acts to implement any new regulatory rules or guidance.
- Performs duties of General Manager in their absence
- Ability to maintain an effective working relationship with supervisor, subordinates, CIWW staff, City staff and other WDMWW employees
- Performs other duties as assigned

Education/Experience

- High School Graduate or equivalent
- Ten years combined in water treatment operation, water distribution operation and/or maintenance, with supervisory responsibilities
- Iowa Water Treatment Plant Operator Grade 4 certification, or the ability to obtain one within six months.
- Iowa Water Distribution Grade 4 Certification, or the ability to obtain one within six months.
- Laboratory experience preferred.

Skills:

- Advanced communication skills, oral and written.
- Advanced analytical and decision-making skills.
- Advanced team management skills.
- Advanced leadership skills.
- Advance knowledge or water treatment systems, water distribution systems, laboratory procedures.
- Advanced customer service/human relations skills.
- Must continuously possess a valid Iowa Drivers License, good driving record.

Working Conditions:

- Primarily office environment, occasional plant visits and field visits
- Intermittent periods of sitting, standing, and walking over uneven terrain, occasional climbing
- Occasional exposure to traffic, noise and hazards associated with construction sites.
- Occasional exposure to weather, including heat, cold, rain, snow, and wind.
- Ability to lift, carry, push, pull up to 20 pounds

- Constant talking, hearing, near and far sight acuity, field of vision, concentration, handling, dexterity, and judgment
- Frequent stooping, handling and writing ability
- Intermittent balancing, kneeling, crouching, and reaching

West Des Moines Water Works complies with federal and state disability laws and makes reasonable accommodation for applicants and employees with disabilities. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Christina Murphy, General Manager at 515-273-0730 or christina.murphy@wdmww.com

Note:

This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. The Water Works may revise this position description at any time. The position description is not to be considered as a contract of employment.

Approvals:

Incumbent _____
Signature

Date _____

Supervisor _____
Signature

Date _____

Revision:

July 19, 2024