

CITY OF NORTH CANTON

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title:	Superintendent Drinking Water	Name:	To Be Announced
Employment Status:	Full-Time	Dept./Div.:	Drinking Water
FLSA Status:	Exempt	Reports To:	City Administrator
Days/Hours of Work:	M-F, 7:00 a.m.-4:00 p.m. General Hours	Supervises:	Operations Manager, Operators/Lab Technician, Backflow Coordinator, Serviceman

QUALIFICATIONS An example of an acceptable qualification for this position:

Completion of secondary education or GED, supplemented by business and management courses or equivalent, plus five (5) years experience in water treatment, including preference of two (2) years supervisory experience, or equivalent combination of education, training, and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a valid Ohio Class III Operator Water Supply License, and a valid Ohio driver's license. Must maintain Wet Chemistry License and Microbiological Certification while employed. Preferred Confined Space Certification and Fork Lift Certification. Must be able to qualify for and remain insurable under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: budgeting; inventory control; purchasing; safety practices and procedures; department goals and objectives;* department policies and procedures;*electrical installation, maintenance, and repair; water treatment plant operating procedures; water treatment regulations; water distribution systems construction, maintenance, and repair; water distribution systems and components; water distribution principles and practices; employee training and development; supervisory principles and practices; Occupational Safety and Health Administration rules and regulations.

Skills in: computer operation; use of modern office equipment; motor vehicle operation; water distribution instruments and/or materials utilization.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; calculate fractions, decimals, and percentages; prepare accurate documentation; compile and prepare reports; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; handle sensitive inquiries from and contacts with officials and the general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work sites.

Date Adopted: _____ Date Reviewed: _____

Date Revised: 12/05/2013 MJG

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ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Directly supervises management/supervisory staff and indirectly supervises all other personnel assigned to water treatment plant and related programs (e.g., interviews and recommends the hiring or promotion of applicants, administers and recommends discipline, evaluates employee performance, receives and responds to employee complaints, approves or denies leave requests, approves or denies time sheets, submits Department payroll, etc.).
2. Plans and directs activities of the City's water treatment plant and distribution-related programs (engages in short and long-term planning; ensures compliance with all regulatory rules and regulations; coordinates the activities of the staff; reviews and makes recommendations on bid specifications; develops and implements departmental policies and procedures; establishes and maintains proper record retention system for all programs under span of control; reviews reports of subordinates to ensure efficient operation of plants or programs; etc.).
3. Prepares annual budget requests and monitors expenditures to ensure expenses do not exceed appropriations; monitors supply and materials inventory; prepares bid specifications for materials and equipment needed; submits purchasing requests for new supplies and equipment; reviews bills and authorizes payments; prepares records, reports, and other documentation (e.g., operational, financial, personnel, etc.).
4. Oversees the collection and submission of water samples to the appropriate regulatory agency; ensures that all testing is documented in accordance with applicable standards; assumes responsibility for the timely and accurate submission of testing results and samples; implements present and future regulations.
5. Represents the Administration at various meetings.
6. Maintains required licensure and certification.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Demonstrates regular, predictable, and punctual attendance.

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OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as assigned.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Modern business office equipment (i.e., copier, fax machine, computer, etc.); hand and power tools; light and heavy motorized equipment (e.g., front-end loader); water sampling and testing devices.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

The employee: works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in the vicinity of dockboards; works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from radiation; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible hazardous waste; is exposed to possible injury as a result of electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; has exposure to life threatening situations; has exposure to fire, and hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; works second and third shift as needed; works rotating shift as needed; and has exposure to shaking objects or surfaces.

In accordance with the Dictionary of Occupational Titles, Physical Demands – Strength Rating, this is considered light work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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