

**POSITION TITLE: WATER DIST/WW COLL. ASST. SUPERINTENDENT**

**DEPARTMENT: PUBLIC UTILITIES**

**DIVISION: WATER DIST/WW COLLECTION**

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Water Dist/WW Collection Superintendent

**POSITION REPORTS TO**

**DIRECT: 4      INDIRECT: 15**

**DIRECT REPORTS BY TITLE:**

Water Meter Repair Supervisor

Water Distribution Maintenance Supervisor

WW Collection Maintenance Supervisor

Mechanical Storekeeper Supervisor

**POSITION FUNCTION**

This position is responsible for supplying water for both domestic use and fire protection to the citizens and businesses of Bowling Green and keeps the sanitary and storm water flowing.

**JOB RESPONSIBILITIES**

Plans work for both Water Distribution and Wastewater Collection Divisions

Plans and completes yearly budgets

Maintains employee records

Completes purchase orders

Orders parts and inventory items

Approves invoices for payment

Handles complaints from customers

Plans safety training for employees

Maintains vehicle records

Performs other related duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to sit, walk, talk/hear, use hands to finger/handle/feel, and lift up to 25 pounds.

<b>REQUIRED SKILL SETS</b>	
<p><b>Occupational/Technical Skills</b></p> <ul style="list-style-type: none"> <li>Ability to use spreadsheet, database, word processing and selected job-specific software</li> <li>Knowledge of all tools and equipment used in both water and sewer divisions</li> <li>Knowledge of construction and maintenance procedures and techniques</li> <li>Must maintain a valid Ohio Driver's License and have the ability to drive</li> </ul> <p><b>Administrative Skills</b></p> <ul style="list-style-type: none"> <li>Ability to set goals and develop strategies and schedules for meeting them</li> <li>Ability to anticipate problems and develop alternative strategies for goal completion</li> <li>Ability to plan, organize, assign and direct work of staff</li> <li>Ability to adequate allocate resources to meet objectives</li> <li>Ability to handle multiple priorities and projects</li> </ul> <p><b>Cognitive Skills</b></p> <ul style="list-style-type: none"> <li>Ability to interpret a variety of technical information with abstract and/or concrete variables</li> <li>Ability to make timely, sound decisions</li> <li>Ability to interpret professional periodicals and journals, technical procedures, complicated policies/procedures/protocols, and government regulations</li> <li>Ability to perform standard business arithmetic, including percentages and decimals</li> <li>Ability to apply financial principles and numerical techniques to management problems</li> <li>Knowledge of basic budgetary principles and practices</li> <li>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</li> </ul>	<p><b>Communications Skills</b></p> <ul style="list-style-type: none"> <li>Ability to speak effectively one-to-one</li> <li>Ability to speak effectively before groups and to respond to questions</li> <li>Ability to deliver effective presentations</li> <li>Ability to demonstrate attention to and convey understanding of the comments or questions of others</li> <li>Ability to use appropriate style, format, and tone in informal and formal business communications</li> <li>Ability to prepare analyses, policies and/or budgets</li> </ul> <p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>Ability to use tact and discretion</li> <li>Ability to deal courteously and diplomatically with the general public</li> <li>Ability to maintain issue confidentiality</li> <li>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</li> <li>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</li> </ul> <p><b>Leadership Skills</b></p> <ul style="list-style-type: none"> <li>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</li> <li>Knowledge of administration and supervision of staff and activities</li> <li>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</li> <li>Ability to establish effective controls, ensuring that employees have necessary resources and authority</li> <li>Ability to provide performance feedback</li> <li>Ability to facilitate professional growth</li> </ul>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is typically performed in an office setting.</p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>Two-year college certificate or equivalent; seven to ten years of relevant experience; valid Ohio Driver' License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.