

POSITION TITLE: WATER DIST/WW COLLECTION SUPERINTENDENT**DEPARTMENT: PUBLIC UTILITIES****DIVISION: WATER DIST/WW COLLECTION****CITY OF
BOWLING GREEN****REPORTING RELATIONSHIPS**

Director of Utilities

POSITION REPORTS TO**DIRECT REPORTS BY TITLE:**Water Distribution/WW Collection Assistant
Superintendent**DIRECT:** 1 **INDIRECT:** 19 **POSITION FUNCTION**

This position is responsible for supplying adequate supplies of high quality water for both domestic use and fire protection to the citizens and businesses of Bowling Green and keeping the City Wastewater Collection system performing at its maximum capacity.

JOB RESPONSIBILITIES

Plans and directs the work of staff

Schedules all work for both departments

Supervises Water Service Department and Water Distribution/Wastewater Collection construction projects

Reviews reports

Makes field inspection of work in process

Directs employee training

Makes recommendations for employee promotion

Prepares and administers the Water Distribution and Wastewater Collection budget

Reviews customers' complaints and ensures that correct action is taken

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 10 pounds.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Knowledge of and familiarity with the practices, procedures, methods, equipment and tools used in both Water Distribution and Waste-water Collection maintenance and repair</p> <p>Knowledge of backflow prevention and water bacteriological sampling</p> <p><i>Administrative Skills</i></p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to anticipate problems and develop alternative strategies for goal completion</p> <p>Ability to plan, organize, assign and direct work of staff</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p><i>Cognitive Skills</i></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret professional periodicals and journals, technical procedures, complicated policies/procedures/protocols, and government regulations</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to apply financial principles and numerical techniques to management problems</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p>	<p><i>Communications Skills</i></p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p><i>Leadership Skills</i></p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> <p>Ability to establish effective controls, ensuring that employees have necessary resources and authority</p> <p>Ability to provide performance feedback</p> <p>Ability to facilitate professional growth</p>

DESCRIPTION OF WORKING CONDITIONS
<p>Work is typically performed in an office setting; significant time (1/3 to 2/3 of working day) is spent in contact with City citizens and the general public; activity schedule is irregular.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Four-year college certificate or equivalent; Ohio EPA Class II Water Distribution certification, Ohio EPA Class II Waste-water Collection certification; certification in Backflow Protection and Cross-Connection Control; seven to ten years of relevant experience; 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.