

POSITION TITLE: WATER SUPPLY SUPERINTENDENT
DEPARTMENT: PUBLIC UTILITIES
DIVISION: WATER SUPPLY

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Director of Utilities

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Water Supply Assistant Superintendent

DIRECT: 1 INDIRECT: 9

POSITION FUNCTION

This position is responsible for the overall operation, production and quality of the City's water supply.

JOB RESPONSIBILITIES

- Schedules work
- Trains staff
- Evaluates staff
- Recommends the hire of new employees
- Recommends discipline and promotions or reclassifications
- Meets with engineers and contractors to discuss needs, problems and/or plans
- Meets with City administrators
- Supervises, delegates duties, provides instructions to plant personnel
- Prepares and maintains reports and records
- Interprets chemical analysis of water samples
- Prepares budgets and monitors expenditures
- Provides technical assistance for State and Federal compliance
- Communicates and provides Public Relations to EPA officials, Health Department, Vendors, Citizens, school groups and the media
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel and lift up to 50 pounds. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS***Occupational/Technical Skills***

Knowledge of laboratory instruments and analyses and interpretation of lab tests

Knowledge of advanced principles of water treatment

Knowledge of regulatory rules for water treatment, and water treatment operations

Ability to use selected job-specific hardware and software

Must maintain a valid Ohio Driver's License, and have the ability to drive

Administrative Skills

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to set goals and develop strategies and schedules for meeting them

Ability to plan, organize, assign and direct work of staff

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to perform standard business arithmetic, including percentages and decimals

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

Ability to use tact and discretion

Ability to maintain issue confidentiality

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors

Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

Leadership Skills

Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to clearly assign responsibilities and tasks to others

Ability to establish effective controls, ensuring that employees have necessary resources and authority

Ability to select and evaluate employees

Ability to instruct and train staff

Ability to provide performance feedback

DESCRIPTION OF WORKING CONDITIONS

Work is performed primarily indoors in an office setting

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Four-year college degree; Ohio EPA Class IV Operator Water Supply Certificate; five to seven years of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

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.