

## JOB DESCRIPTION

Job Title: **SUPERINTENDENT**  
Reports To: General Manager

The position of Superintendent is a full-time position, which is not exempt from overtime requirements. The Superintendent may be called back to work before or after normal work hours and/or on scheduled days off.

### Major Function and Purpose

The Superintendent is responsible for all District field operations related to water and sewer infrastructure -- its operation, maintenance and compliance with federal, state and local standards and requirements. The Superintendent assumes the operational responsibilities of the General Manager in his/her absence.

The Superintendent provides advice and counsel to the General Manager and Board of Commissioners regarding field related matters and management options. The Superintendent implements water and sewer infrastructure related programs and policies adopted by the Board of Commissioners.

Duties of the Superintendent are divided between the field and the office.

### General Function

The position of Superintendent is extremely diverse and specialized. He/she is required to exercise independent judgment, initiative, and discretion based upon knowledge of field operations and administrative policies, as well as a thorough understanding of the specific performance required of staff and consultants. Community relations activities are integral to this position and the ability to interact well with others is essential.

### Supervision Responsibilities

Supervises the activities of all District field personnel. Supervision techniques encompass a broad range of interaction with all levels of employees and includes responsibility to assign priorities and specific tasks, direct work activities, review performed work, and instruct and train subordinate staff.

### Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. The employee occupying this position will be required to follow any other job-related instructions and to perform any other job-related duties as needed or assigned by the General Manager. Specific duties and responsibilities include, but are not limited to:

- Management of all field operations related to operation, maintenance, and repair of District's water and sewer systems, ensuring that these systems are in working condition and meet all federal, state and local standards and requirements. Systems include reservoirs, pump stations, lift stations, gravity and force mains, SCADA systems, etc.
- Consultation with the Manager, Board of Commissioners and District consultants regarding developments and problems within the District field operations and certain necessary or beneficial measures for consideration.
- Attend Board of Commissioners meetings and other meetings pertaining to the field operations of the District as needed or directed.
- Maintenance of a solid and positive relationship between the community and the District.
- Observation and monitoring of individuals, data and mechanical devices or objects to determine compliance with prescribed operating and safety standards.
- Preparation of Certificates of Water and Sewer Availability and calculation of District water and sewer connection charges; review of developer and various project plans and specifications.
- Estimating various operation, maintenance, material and project costs and times schedules, in conjunction with annual District budgeting, capital improvement preparation, cash flow/rate projections and extraordinary expenditures.
- Manage the acquisition, operation and maintenance of all District vehicles, machinery and tools, including trucks, backhoe, compressor, generator, locator, gas detector, power/rotating machinery and handtools.
- Manage District security systems, keys, and codes.
- Review and coordinate time off requests from Field staff.

### Knowledge, Skills and Abilities

Exhibit extensive and thorough knowledge of the construction and maintenance of water distribution and sewer collection systems, public health and water quality requirements, and cross connection control.

Able to establish and maintain professional and cooperative relations with elected officials, employees, colleagues and the general public.

Possess the requisite knowledge and intuition to make informed decisions for equipment/parts purchases and maintenance which will be beneficial and cost effective to the District.

Able to communicate effectively, both orally and in writing.

Complete ongoing and continuing education as it relates to water distribution and sewer collection, safety regulation compliances, interlocal contracts and agreements, management/supervisory duties, and various “good of the District” management topics.

### Working Conditions

Work is performed in the field and the office. Duties in the office may require work with computers and office machinery. Duties in the field also require work with computers and may involve hazards such as dampness, direct sunlight, communicable disease, dust, pollen, epoxy chemicals, machinery or its moving parts, cleaning fluids, chemicals, pesticides, paints, cleaning agents or similar solutions, insect stings, liquid chemicals, noisy work area, noxious odors, fumes or chemicals and smoke, heavy machinery, hazardous gases, excessive noise and vehicle traffic. Hazardous areas encountered include but are not limited to open ditches, vaults and manholes.

Protective clothing is required at times, including steel-toed boots, rubber boots, rubber or plastic gloves, safety equipment, safety glasses or goggles, ear protection devices, hard-hats, respirators, and other specialized protective equipment.

### Contacts and Relationships

The Superintendent has frequent contact with the Board of Commissioners, office personnel, field personnel, the District’s attorney, engineers, consultants, the Water/Sewer Risk Management Pool, other utilities, county and local agencies, customers, vendors, contractors and suppliers. Contacts involve a wide variety and range of purposes, including the need to provide and collect information, coordinate projects or activities, and to solve or negotiate solutions to problems. Communication may be either by telephone, in person, or through written correspondence.

### Physical Requirements

Must have the overall stamina and ability to perform moderate to strenuous physical activity. Vision must be sufficient to perform all duties. Corrective lenses may be utilized. He or she must be able to hear alarms and identify the presence of a danger or hazard.

Must have the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on a scaffolding, and lifting or carrying up to 100 pounds. Job requirements include the ability to climb, bend, and work in tight or confined areas. In addition, close and far vision, color vision, depth perception, and far vision are essential to performance of field duties.

### Minimum Qualifications

- Must be at least 21 years of age at the time of employment.
- Must be a United States Citizen or qualified to hold employment in the United States.
- Must be a High School Graduate or equivalent.

- Associate degree plus 10 years of progressive experience with water and wastewater systems including 3 years minimum demonstrating progressive management and supervisory responsibility. An additional 2 years of experience may be substituted for college.
- Water Distribution Manager 2 state certification or able to obtain within one year.
- Water Treatment Plant Operator 1 certification or able to obtain within one year.
- Cross Connection Control Specialist or able to obtain within 1 year of hire.
- Washington Commercial Driver's License Class B with air brake endorsement (no Code E restriction) or able to obtain within 1 year of hire.
- Must possess a valid Washington State Driver's License at the time of employment.
- Potential employee's driving abstract must be acceptable to the District's insurance carrier.
- Demonstrated experience with operation of vehicles.
- Post secondary training in water technology, hydraulics and mathematics.
- Industrial First Aid and CPR Certification.
- Proficient in English; able to read plans, specifications, maps and blueprint.

### Desirable Qualifications

- Thorough knowledge of and demonstrated ability in utility system operation -- water distribution and sewer collection.
- The District has a non-smoking work environment. The applicant should be a non-user of tobacco products at the time of employment and continue during the tenure of employment.

### Education, Experience and Training

Any combination of water and sewer experience and training that provides the required skills, knowledge and abilities to perform the duties of this position.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

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