



# City of Winooski

## Position Descriptions

### **Position Title:**

*Water Distribution Superintendent*

### **Purpose:**

*The Water Distribution Superintendent shall be responsible for a wide range of duties related to the planning, operation and maintenance of the City's municipal water distribution system. The Superintendent will work directly for the Public Works Director. Winooski is a team oriented atmosphere and the position requires a close working relationship with all Public Works employees and other Public Works focus areas. This position requires a "Class D" water distribution system operating license from the State of Vermont and significant water distribution system operation and maintenance experience.*

*This is a salaried position that will often require more than 40-hours per week to complete depending upon the circumstances. This is considered an "exempt" position as it pertains to the City's Agreement with the American Federation of State, County & Municipal Employees (AFSCME).*

### **Primary Job Functions & Responsibilities**

*The water distribution position is primarily a one person responsibility. Although other public works staff at times assist with large tasks or projects, most day to day tasks are generally carried out by the Superintendent directly. As such, this is a hands on "working Superintendent" position that requires self motivation and discipline. This section lists examples which are indicative of the duties of this position; thus this list is descriptive but is not intended to be all inclusive, restrictive or in anyway limiting:*

- 1. Provide for the effective and efficient operation and maintenance of the City's water distribution system. The operation and maintenance of this system will be conducted in conformance with the City's Water Distribution Permit, Laws of the State of Vermont, established industry practices and all adopted City ordinances and construction standards.*
- 2. Must have or or aquire within a functional knowledge of the CWD transmission system that serves the City's water distribution system and be able to work in close cooperation and partnership with CWD on numerous issues.*
- 3. Obtain a basic working knowledge of all other focus areas within Public Works including but not limited to: Sewer; Stormwater; Streets; Park, Grounds & Facilities; Parking Garage; Special Projects; Engineering; etc.*
- 4. Prepare and maintain all documentation and record keeping necessary for the proper operation and maintenance of the City's water distribution system or as requested by the Public Works Director and/or City Manager.*

5. *Manage and conduct all day to day water distribution system operation and maintenance work within the City. This includes but is not limited to all normal maintenance and repair activities such as quarterly meter reading, meter repairs, customer appointments, permit review & approval, construction inspection, valve exercising and repairs, flow testing, system flushing, hydrant maintenance and repairs, system troubleshooting, and all other system expansion, replacement, repair, maintenance or miscellaneous work as it pertains to the City's water distribution system.*
6. *Cooperate and have a close working relationship with all City staff, municipal officers, CWD, contractors, suppliers and customers.*
7. *Promote productivity and efficiency among all public works employees.*
8. *Address all planned and emergency work with a minimum of customer interruption and downtime.*
9. *Identify and document standards, practices, resources, communications, and guidelines and implement a reliable, comprehensive emergency response plan.*
10. *Work closely and in a positive support manner to the Public Works Director and other employees on all aspects of operating the City's water distribution system.*
11. *Responsible for the analysis of data and preparation of reports as required or necessary.*
12. *Responsible for writing SOP's, bid documents, City policies, construction standards, City ordinances, etc.*
13. *Responsible for training, safety, mentoring and supervising public works staff as necessary to assist in operation and maintenance of the water distribution system and other tasks as assigned.*
14. *Work with the Public Works Director in development of the annual operating budget and be responsible for day to day management of the approved water department operating budget under the direction of the Public Works Director. Employee shall review all plans for new construction as well as modifications to the City's water distribution system, and supervise all inspection and testing thereof.*
15. *Keep up to date on the latest technology as it pertains to operation and maintenance of water distribution systems. Employee is expected to participate in training sessions as required or necessary to keep current with water system materials, certifications, equipment and practices and the proper application of such.*
16. *Employee is responsible for maintaining contact with state agencies and other municipal departments as required to ensure compliance with laws and regulations governing water distribution systems.*
17. *Responsible to undertake and complete various assignments and projects as directed by the Public Works Director and City Manager.*
18. *Available on a rotating schedule to respond to public works emergencies (Manager on duty). Regardless of duty schedule, employee is also expected to respond and assist with public works emergencies or critical tasks (including but not limited to snow removal) as needed and available whether or not they fall under the responsibility of the water department or not.*
19. **Communication with the public including but not limited to written work notifications, electronic notifications** , attendance at public meetings, City events and informal gatherings. May also be required to chair or otherwise participate in public boards as determined by the Public Works Director.

20. Assist in preparing and participating in annual Public Works employee reviews.

### **Knowledge, Skills and Abilities**

*Employee shall have in-depth knowledge and experience operating and maintaining municipal water distribution systems. Proven ability to work under pressure in a stressful environment. Strong problem solving, communication and leadership skills. Proven ability to get along with managers, peers, subordinates, customers and regulators. Must be self motivated and have the proven ability to accomplish goals and work individually or in a team environment. Must be able to establish and maintain effective working relationships with managers, employees, consultants, suppliers, engineers, contractors, customers and State and Federal agencies.*

### **Training and Experience**

*Employee will ideally possess a minimum of an associate degree in engineering or other technical field. The ideal employee will have a minimum of 5 years direct experience operating and maintaining a municipal water distribution system. Employee shall have experience in construction, safety, engineering principals, budgetary management, and an extensive working knowledge of municipal water distribution systems and related appurtenances. Experience with technical writing including SOP's, specifications and bid documents preferable. Proficiency with common computer software programs such as Word, Excel, Outlook, etc. a must.*

*Membership and activity in local, regional, and national water works professional organizations such as GMWEA, NEWWA, and AWWA are expected.*

### **Licenses and Certificates**

- 1. Valid Vermont Class D certification for operating a water distribution system (mandatory).*
- 2. Valid State of Vermont Operator's License (mandatory). Loss or suspension of license will be grounds for dismissal.*
- 3. Certified Backflow Device Inspector an/or Cross Connection Control Surveyor or be able to obtain such certifications mandatory within six months of employment (mandatory).*
- 4. Appropriate equipment certifications or the ability to obtain such as backhoe, bucket loader, vactor, etc. (mandatory)*
- 5. CDL with tanker endorsement or the ability to obtain (encouraged).*

### **Other Key Success Factors**

*Must represent the City in an honest, open and professional manner at all times*