

City of Fort Worth, Texas Job Description

Classification Title	Water Systems Superintendent		
Job Code:	MG1671	Job Family:	Management
Pay Grade	613	Date Reviewed:	07/07/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Directs, manages, supervises and coordinates the activities and operations of the water production, wastewater treatment, water distribution, reclaimed water distribution or wastewater collection division within the Water Department; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Assistant Director of Water/Sewer.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Assumes management responsibility for assigned services and activities of the water production, wastewater treatment, water distribution, or wastewater collection division including planning and supervision to accomplish the construction, operation and/or maintenance of water and sewer mains, the operation and /or maintenance of the water and wastewater treatment plants or water distribution facilities, or the operation and/or maintenance of instrumentation/electrical systems.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned water or wastewater operations and programs; recommends and administers policies and procedures.
4. Monitors and evaluates the efficiency and effectiveness of water and wastewater treatment, water distribution and wastewater collection methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
5. Plans, coordinates and reviews the work plan for water systems mechanics, water systems technicians, instrument technicians and supervisory personnel; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with subordinate employees to identify and resolve problems.

6. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned water or wastewater programs, service delivery methods and procedures; works with employees on the continuous improvement of water/wastewater services.
7. Assures the quality of water/wastewater produced meets regulations set by federal, state, and City agencies; provides an adequate quantity of water with sufficient pressure to customers when assigned to water production services; ensures stability and standards of effluent and sludge when assigned to wastewater operations.
8. Reviews engineering principles to determine the needed labor, equipment and material to accomplish the installation and to determine effective ways for repair or construction.
9. Records and maintains detailed information on the operation of water and wastewater plants, distribution systems, wastewater collection systems, water quality, and compare the results with goals, regulatory and environmental standards.
10. Assists in the development, implementation, maintenance and modification of emergency operations plans.
11. Participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
12. Serves as the liaison for the division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the assigned senior management personnel.
15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to water/wastewater programs, policies and procedures as appropriate.
16. Performs other related duties as required.
17. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
18. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Methods and equipment utilized in the construction, repair, and maintenance of water distribution, wastewater collection systems, treatment plants, and electrical power distribution systems.

- Machines and materials used in a water or wastewater treatment plants.
- Operational characteristics, services and activities of water/wastewater treatment, water distribution or wastewater collection facilities.
- Principles and practices of water/wastewater treatment, water distribution or wastewater collection.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Operational characteristics of personnel computers, SCADA or process automation.
- Contract & procurement process.
- **Skill in:**
 - Microsoft Word, Excel, Computerized Maintenance Management System, GIS and other computer applications.
 - Customer service.
 - Conflict resolution.
 - Project management.
 - Time management.
 - Problem Solving.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Oversee and participate in the management of water or wastewater treatment, water distribution and/or wastewater collection facilities.
 - Oversee, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Participate in the development and administration of division goals, objectives and procedures.
 - Prepare and administer large program budgets.
 - Prepare clear and concise administrative and financial reports.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate water treatment, wastewater treatment, water distribution, or wastewater collection techniques.
 - Interpret and apply Federal, State and local policies, laws and regulations.
 - Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in civil or electrical engineering, electronics, or a related field and six years of increasing responsible experience in either water production, wastewater treatment, instrumentation/electrical, water distribution or wastewater collection operations and maintenance, including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

The appropriate Texas Commission on Environmental Quality (TCEQ) license will be required per the various sections in the Water Department, as stated below:

When assigned to Water Department / Field Operations Division, Water Distribution Maintenance; a minimum TCEQ Class B Distribution Operator license will be required within twelve months of hire.

When assigned to Water Department / Field Operations Division, Wastewater Collection System Maintenance or Wastewater Preventive Maintenance; a minimum TCEQ Type III Wastewater Collection System Operator license will be required within twelve months of hire.

When assigned to Water Department/ Field Operations Division, Support Section; either a TCEQ Class B Water Distribution Operator license or a TCEQ Type III Wastewater Collection System Operator license will be required within twelve months of hire.

When assigned to Water Department / Water Production Division, Operations Section; a minimum TCEQ Class A Surface Water Operator License will be required.

When assigned to Water Department / Pollution Control Division; a minimum TCEQ Class A Wastewater Treatment Operator License will be required. Applicants licensed outside the State of Texas will be required to obtain the appropriate license as outlined above through reciprocity, within six months of employment.

When assigned to the Water Department, Electrical and Instrumentation Section, possession of, or ability to obtain, a State of Texas Master's Electrician License or in a state that Texas extends reciprocity. If reciprocity is extended, a State of Texas Master's Electrician License must be obtained within six months of employment.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.