***Hyrum***



***Job Description***

**Title:** Water & Irrigation Superintendent **Code: 400**

**Division:** Water Operations **Effective Date:**  01/2024

**Department:** Public Works **Last Revised:**

GENERAL PURPOSE

Performs a variety of **managerial, administrative, project management and field supervisory duties related to planning, organizing, directing, and coordinating** the construction and maintenance of the city’s culinary water distribution infrastructure, and secondary pressurized water delivery maintenance and infrastructure.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor/City Administrator and Public Utilities Director.

SUPERVISION EXERCISED

Provides close to general supervision to Water Operator(s) III, II, I and Meter Technician.

ESSENTIAL FUNCTIONS

**General Administration:** Makes recommendations related to budgetary needs and forecasts; assess condition of equipment and recommends replacement schedules; submits justification for needed equipment, materials, and supplies; monitors expenditures to ensure compliance with approved budgets. Coordinates and monitors public relations during and after hours; and coordinates after hours on call duty.

Acts as a Direct Responsible Charge (DRC) Operator; provides field supervision to work crews, makes task assignments, and specifies work procedures; evaluates work in progress and completed, determines conformity to established standards; conducts on-the-job training by demonstrating equipment, tools, and materials; manages crews; evaluates performance and makes recommendations affecting job retention, advancement, discipline, and termination.

**Culinary Water Production & Delivery:** Responsible for the purification and sanitation of the City culinary water supply including watershed control, water treatment, and sanitary conditions in the distribution system. Maintains pressure zones and meets state requirements for all source and distribution metering. Handles all state reporting that is required.

Checks and reviews treatment plant log records, gauges, meters, and other measuring and testing devices to ensure that the equipment is functioning properly. Conducts inspections to confirm conformance to specifications with all infrastructure and budget related requests and doings. Identifies and resolves problems; checks and maintains operation logs to ensures that chemical used are adequate for proper treatment of water flows reported; assesses current water treatment techniques and develops new methods and processes to increase the efficiency of the water treatment system.

Manages and oversees the design and layout of water production, treatment, and storage facilities; controls water sanitation by conducting physical and chemical water analyses of all supply sources; adjusts treatment as necessary at various points throughout the distribution system; ensures an adequate and safe supply of water for residential, commercial, industrial, and agricultural consumption.

Directs the implementation of valve program efforts and inspection of hydrants; develops maintenance programs for service and repair of fire hydrants and valves; maintains work histories; directs the necessary improvements; records work orders completed, and type of work completed by assigned personnel.

Oversees and performs water system maintenance. Excavates and repairs water leaks, installs new water mains and services as needed along with scheduling leaks being fixed and prioritizing workload to operators and technicians., thaws frozen pipes, and maintains wells and water chlorination system. Oversees assigned meter technicians’ status on workorder files for the meter department and operators to ensure workload, deals with public on certain workorders such as dirty water or pressure problems.

**Pressurized Irrigation Operations**: Oversees and maintains the irrigation system. Installs pressurized irrigation lines and makes repairs as required. Cleans grates and maintains pump house controls, and wells.

Turns the system on and off as needed and drains and fills lines. Is involved with canal companies and maintenance crews to make sure water is properly delivered at appropriate time and place, as well as coordination with the sewer plant to get reclaimed water.

Oversees managing and operating pump and well house functions as well Scheduling water time and capacity, scheduling shutdowns and service on line leaks on the secondary system. Handles all state reporting that is required.

**Internal & External Customers:** Manages bidding process for the engagement of third-party providers, i.e., equipment, materials, operations, etc.; engages in cooperative operations and problem solving with canal company. Works and communicates with engineers and developers.

Maintains effective business relations with Hyrum water users, and other governmental entities; resolves request and problems or refers them appropriately. Provides “customer” service in accordance with established City policies and procedures; helps with maintenance and water users’ needs; promotes goodwill and conveys a positive image of the City.

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Maintains effective working relations with City personnel and management; assists and supports city personnel and supervisor as needed; coordinate and work with related departments; keeps management informed of area activities and of any significant problems or concerns; completes required records and reports; attends and participates in meetings and committees as required.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent;

AND

B. Eight (8) years of experience performing the above or closely related duties; two (2) years of which must have included daily on-site charge;

OR

C. An equivalent combination of education and experience with a minimum of two (2) years of culinary water management.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** principles of supervision; machines, equipment, materials, and techniques of water production and treatment; construction requirements for water distribution and pumping systems; chemical and physical processes involved in water purification and filtration; hazards and precautions associated with trench work and waterline construction; state or federal regulations governing installation and maintenance of water systems; water quality laws; water sampling methods and regulations; budget preparation and fiscal management; interpersonal communication skills; water distribution system network, lines and locations; basic hand and power tools required to install and maintain pipe line; traffic control and diversion; typical water line problems. **Working knowledge of** tools and equipment required to lay and repair water lines; care of required tools and equipment; district policies and procedures; laws, ordinances and regulations governing culinary water purification and distribution; general laboratory processes and procedures, chemistry; use of respirators; OSHA safety standards; city systems including roads, electric, water, sewer, irrigation, and cemetery operation.

**Skill in** the operation of heavy mechanized equipment as required by the position, i.e., computer, backhoe, skidsteer, air compressor, tap machine, grinders, welders, saws, jack hammer, chipping hammer, valve machine, jumping jack, vibra plate, paint sprayer, crane, vactor, dump truck, pumps, chain saw, plasma cutter, torches, etc.

**Ability to** adapt to emergency or unusual situations; tolerate weather extremes in the work place; analyze water system(s), identify problems and determine optimum solutions; make accurate decisions in emergency situations where consequences of error could be costly; communicate effectively verbally and in writing; plan and organize work of subordinate personnel; evaluate employee performance and make related decisions; enforce related policies, procedures, regulations, and standards without partiality; perform strenuous manual labor; develop working relationships with supervisors, co-workers and the public. Ability to lift 75 lbs.

3. Special Qualifications:

Must be a certified Water Systems Operator IV.

Must possess a class “A” commercial driver’s license (CDL).

Must work on a twenty-four (24) hour stand-by or on call.

4. Work Environment:

Employees in this position normally work in an outdoor environment, subject to changing and seasonal weather extremes. Frequently, tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, and lifting;   daily potential for hazardous exposure to electrical shock;  daily exposure to moving parts and equipment such as pumps, motors, heavy equipment, etc.;  daily or regular exposure to traffic hazards working in the public right-of-way; daily or regular exposure to hazards associated with trench work and confined space operations; daily or regular exposure to various chemicals, i.e., chlorine. Talking, hearing, and seeing essential to performing required job functions.   Common eye, hand, finger dexterity required.  Mental application utilizes memory for details, verbal instructions, emotional stability, complex thinking, and creative problem solving.

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**Disclaimer**: In compliance with the ADA, reasonable accommodation will be considered, upon request, on a case-by-case basis during both the pre-employment process and to accommodate post-employment changes in employee physical abilities.  Accommodation decisions will be influenced by the need to prevent “undue hardship” to the city. The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Employee)