

CITY OF IOWA CITY - Job Description

Job Class #27-04

FLSA Exempt
Civil Service

Identification

Position Title: Assistant Superintendent – Water

Department: Public Works

Division: Water

Supervisor: Water Superintendent

Job Summary

Assists with the planning, directing, coordinating and supervising the operation and maintenance of the surface water plant in order to assure compliance with all state and federal environmental and safety regulations. Assists with the planning and directing of customer service activities. Assists with the planning and directing of water distribution activities.

Job Scope

Directly supervises five to ten employees. Indirectly responsible for approximately twenty to thirty employees. Assists in the development of the budget and makes recommendations for purchases, capital items or additional employees during the annual budget process. Monitors expenditures during the year.

Essential Job Duties and Responsibilities

Assists with the **planning, directing** and **coordinating** of the operation and maintenance of water plant, distribution system and customer service activities.

Assures the compliance of City Water division with local, state, and federal safety, environmental and personnel policies and standards.

Prepares and **manages** the preparation of records and reports relating to water system operations including treatment, distribution and customer service.

Assists in the development and implementation of budget requests and goals.

Communicates division goals and objectives to staff members.

Administers the purchasing of operation and maintenance equipment and **reviews** division expenditures to comply with budgetary constraints.

Works with organization and contractors on engineering projects and bids in development, compliance and oversight.

Plans and **manages** special work projects.

Inspects water treatment facilities and distribution system.

Creates and **implements** staff policies, procedures, evaluations, disciplinary activities and training.

Works with division staff to create quality communication with water customers, the general public and other City departments.

Assists in project development, analysis and evaluation of treatment plant and distribution system facilities.

Assigns workload and **evaluates** progress.

Evaluates employee and equipment performance.

Works with water division and outside contractors to resolve technical problems.

Acts as division head in absence of the Water Superintendent.

Researches, **evaluates** and **resolves** technical, mechanical, ethical and personnel issues.

Researches and **implements** cost saving measures.

Works on special projects such as warranties of equipment, **communicating** with contractors what problems might be arising; construction project for underground storage reservoir, **upgrading** drive motors and pumps.

Acts as chairperson of division safety committee.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties.

Physical and Environmental Conditions

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

Associate degree in water treatment, water distribution or a related field from an educational institution accredited by a DOE recognized accreditation body or equivalent required. Minimum of two years' experience with direct responsible charge of a Grade III or higher water treatment system, preferably surface water, required. Iowa DNR Grade III Water Treatment and Iowa DNR Grade III Water Distribution Certificates required. The ability to obtain both Iowa DNR Water Treatment and Water Distribution Grade IV Certificates within one year of hire required. Must live within 17 miles of the corporate limits of Iowa City, Iowa within one year of appointment to the position. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred Education, Experience and Certification

Bachelor's degree in engineering, environmental science or related field from an educational institution accredited by a DOE recognized accreditation body preferred. Five or more years of direct responsible charge of a Grade III or higher water treatment system, preferably surface water with lime softening, preferred. Iowa DNR Grade IV Water Treatment and Iowa DNR Grade IV Water Distribution Certificates preferred. National Incident Management System certification preferred.

Knowledge, Skills, and Abilities

Knowledge of state and federal laws and regulations related to all aspects of water and water treatment. Thorough knowledge of the principles, standard methods and practices of the operation of a municipal water supply with surface and groundwater sources. Knowledge of the nature and types of chemicals used and their reactions in water treatment. Knowledge of the occupational hazards of water utility operation and necessary safety precautions, especially with regard to gasses such as chlorine and stray electrical currents. Knowledge of the operation and maintenance of mechanical, electrical and metering equipment. Knowledge of sample collection and analysis, knowledge of standard laboratory procedures, including bacteriological tests; knowledge of computer software and hardware including spreadsheet, word processing and database software. Knowledge of principles and practices of supervision. Ability to determine the nature and seriousness of system malfunctions and to determine remedial actions. Ability to maintain records and prepare clear and precise reports. Skills in problem solving, oral and written communication, ability to supervise the work of others, and team building. Ability to read and interpret technical materials including maps, contracts and specifications. Ability to maintain sound public relations, initiative, resourcefulness and good professional judgment.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.