



City of Pittsfield *Job Description*

Position Title:	Water Superintendent	Grade Level:	07/80
Department:	Department of Public Utilities-Water	Union/Non-Union:	Union, S&P
Reports to:	Commissioner of Public Utilities	Date Prepared:	02/2007

Job purpose

Responsible for the proper operation and maintenance of all drinking water supply, treatment and distribution facilities. Including but not limited to reservoirs, watersheds, treatment plants, chlorinators, pipelines, pumping stations and control houses, tanks, etc. Also responsible for sewage collection system maintenance and repair.

Duties and responsibilities

1. Directly responsible for the proper and safe operation and maintenance of water supply, treatment and distribution facilities in accordance with established local, state and federal laws, ordinances, rules and regulations governing the supply and treatment of drinking water.
2. Responsible for the proper operation and maintenance of sewage collection and pumping facilities in accordance with all federal, state and local laws, ordinances, rules and regulations.
3. Maintains direct control over Water Division and Sewer Division budget expenditures and accounts, including control of the divisional inventory of vehicles, equipment and supplies purchased for use by the Water Division or the Sewer Division.
4. Supervises and directs, directly or indirectly, Water Division and Sewer Division employees in the performance of their duties.
5. Performs all other duties as assigned or required.

Qualifications

1. Demonstrated ability to plan and supervise a multi-phase job or operation involving several employees of varying skill levels.
2. Thorough knowledge of drinking water standards, rules and regulations, including familiarity with laboratory testing procedures and requirements.
3. Working knowledge and familiarity with water filtration techniques and processes, chlorination equipment operation and maintenance, reservoir and watershed management and operation, and distribution system pipeline and pumping station operation and maintenance.
4. Familiarity with construction methods and equipment operation and capabilities with particular respect to applications to water and sewer pipeline installation and maintenance, including construction safety and general occupational health and safety requirements.
5. Demonstrated ability to troubleshoot on a macro-scale hydraulic and mechanical problems of a nature likely to be encountered in operating a large drinking water supply system or sewer system.

6. Valid Massachusetts Class C motor vehicle driver's license.
7. Advanced degree in related field or high school education or equivalent with supplemental job-specific continuing education credit record, and a minimum of two (2) years full-time employment in a supervisory capacity in a directly related position involving drinking water treatment or distribution system operation.
8. Agility and ability sufficient to personally visit and inspect drinking water and sewage collection facilities in remote and difficult access location, including pits and vaults, water storage tanks, reservoir watershed areas, etc.
9. Valid Grade 3 Drinking Water Treatment Operator's License.
10. Valid Grade 2 Water Distribution System Operator's License.
11. Basic Computer proficiency required with a strong focus on Microsoft Word and Excel.
12. Requires strong communication skills to work effectively with a diverse population.
13. Proficiency in Microsoft Office, including Word, Excel, and Outlook.

Working conditions

Incumbent will be required to be available to respond to emergency and trouble calls on a 24-hour-a-day basis. This is an office-based job in a dynamic municipal building. While performing the duties of the Water Superintendent, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City.

Physical requirements

Operates standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal building which may include flights of stairs. Lifts/moves objects weighing up to 10-20 pounds.

Direct reports

Approximately 20 to 30 professional, skilled and unskilled personnel assigned.

Approved by:	
Date approved:	<i>February 2007</i>
Reviewed:	