



CITY OF PATASKALA

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name:	Position Title: Utilities System Superintendent
Dept.: Utilities	Employment Status: Full-time
Reports to: Director of Utilities	FLSA Status: Non-exempt
Normal Hours: 8am -4 pm	Civil Service Status: Classified
EEO Status: First/Mid-Level Officials and Managers.	

CLASS DESCRIPTION:

Under the direction of the Director of Utilities, the Utilities System Superintendent performs a variety of maintenance functions, and labor required to maintain and operate public utility facilities including distribution and collection systems. This position will serve as the lead for maintenance and operation the City's entire water and wastewater utility system.

QUALIFICATIONS:

An example of acceptable qualifications: Completion of secondary education or equivalent (high school diploma or GED); or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess and maintain a valid State of Ohio driver's license and must remain insurable under the City's vehicle insurance policy. May be required to obtain and maintain a valid CDL Class B or higher. Must obtain or be in the process to obtain a Water Treatment 1 and a Waste Water Treatment 3 EPA license.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive: Calculator, computer, computer software (Microsoft Office, Word and Excel, and other applicable computer software programs), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment, motor vehicle, (skid loaders, dump trucks, generators, pumps, crane truck, backhoe, dewatering press).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; works in a confined space (e.g., manhole); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of electrical shock; has exposure to possible injury as a result of working with moving mechanical parts; is exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works around chemicals in containers or in the form of dust, mists, fumes, or vapors; has occupational exposure to hazardous chemicals in laboratories; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; may be required to work evenings, nights, and/or weekends; this is considered medium work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.



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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

(1) Manages and supervises all assigned employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends pay assignments; evaluates performance; receives grievances or employee complaints; approves and recommends the approval of leave requests; assists with developing and modifying policies and procedures; transmits policy or procedure changes through established chains of communication; Provides training and support for other employees.

(2) Prepares all reports as assigned by the Director of Utilities and City Administrator; completes and records all maintenance efforts under the Utility Maintenance Tracking Program. Must be able to fill out EPA reports as assigned.

(3) Assists in inspecting designated City facilities, operational equipment, and infrastructure inspections; leads inspector for new build inspections in respect to Water and Wastewater Utility Infrastructure; performs troubleshooting functions on operational equipment; performs actual repairs and maintenance on equipment and infrastructure when necessary; makes repairs on Utility Facilities, operate and maintain water and wastewater treatment plants.

(4) Required to take emergency calls as needed; supervises work in this category as needed; assists other departments as required.

(5) Operates and maintains a variety of equipment used in the above work, including trucks, backhoes, riding mower, and all operational equipment within the Division of Utilities; performs routine maintenance and minor repair work such as lubricating and cleaning of job related vehicles, machinery, tools, and equipment.

(6) Serves as the Lead Safety Inspector for all Utility Facilities and Projects; provides guidance to employees regarding safety; assists the Director in establishing Safety Procedures; follows established safety procedures; reports unsafe conditions to Director; assists with department housekeeping including storage of tools and equipment; makes written and oral reports on operations of the Department.

(7) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.

(8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(9) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(1) Performs other duties as assigned.

(2) Will be required to be on call.



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(3) Must be available for work during other normal working hours.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge / Skills / Abilities:

- Knowledge of budgeting
- Knowledge of City/department goals and objectives and policies and procedures
- Knowledge of workplace safety practices and procedures
- Knowledge of personnel rules and regulations
- Knowledge of supervisory principles and practices
- Knowledge of public relations
- Knowledge of government structure and process
- Knowledge of operation and maintenance of job related vehicles, machinery, tools, and equipment
- Knowledge of general utilities layout
- Knowledge of electrical equipment and functioning; heavy equipment operation; treatment systems operation and maintenance
- Skill in word processing, computer operation and use of modern office equipment
- Ability to apply management principles to solve problems
- Ability to exercise independent judgment and discretion
- Ability to communicate effectively; prepare and deliver speeches and presentations; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints
- Ability to travel to and gain access to work site
- Ability to possess all relevant EPA certificates regarding treatment facilities

POSITIONS DIRECTLY SUPERVISED:

Utility Field Technicians 1 and 2

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)