

**City of Sallisaw
Job Description**

Job Title: Superintendent

Exempt (Y/N): Yes
Date: July, 2003

Department: Water Distribution/Wastewater Collection
Reports To: City Manager

SUMMARY

The incumbent is responsible for day-to-day management and supervisory responsibilities of both the city's water distribution and wastewater collection departments. Must have the ability to prepare an annual budget request for the departments and plan, organize, assign and oversee work of subordinate employees. Responsible for department expenditures within the limits of the budget and decisions regarding purchase and replacement of equipment, tools, materials and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Ensure that all aspects of the water and sewer departments are carried out in a timely manner.
2. Ensure water lines are repaired and new lines are installed as needed for proper flow to customers.
3. Make water taps for new homes and businesses and submit bill for collection accordingly.
4. Make sure all necessary lines, clamps, couplings, meters and parts are in stock.
5. Read and perform utility locates.
6. Read maps to maintain and repair sewer lines and install new lines.
7. Prepare all necessary paper work in an efficient and accurate manner.
8. Responsible for managing budget, equipment and resources of the department.
9. Required to be "on call" after hours and on weekends.
10. Supervise department personnel, assign and inspect tasks, evaluate performance.
11. Insure compliance with city code and city and department policies.
12. Be proficient at operating all equipment, such as backhoe, loader and sewer machines for water/sewer repair.
13. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises several employees. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and five years related experience and/or training and two years supervisory experience preferred.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to top management, public groups and/or boards of directors.

INTERNAL AND EXTERNAL COMMUNICATION

Extensive contacts with other departments and/or offices, as well as individuals in middle and upper level management positions. Extensive contacts with various diversified sectors of the public. Must be able to maintain a cooperative working relationship with other departments and personnel of the City.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Oklahoma driver's license with driving record suitable to the City's insurance carrier. Must have DEQ operators C water/C sewer licenses. Must obtain Class B water and sewer licenses within 24 months.

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.

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

WORK ENVIRONMENT

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.

While performing the duties of this position the incumbent is exposed to all types of outdoor weather conditions (extreme heat/cold). The incumbent works in high precarious places, near moving mechanical parts, is at risk of electrical shock and/or vibration. The incumbent may be exposed to fumes, airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually very loud.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of the City of Sallisaw, Oklahoma.

Approved: 
City Manager

Date: 10/28/14

Modified: 04/30/07; 10/28/2014