

**CITY OF OAKWOOD**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

---

**Class Title:** Water Plant Superintendent / Water & Sewer Line Foreman

---

<b>Department/Division:</b>	Public Works	<b>Reports To:</b>	Director of Engineering & Public Works
<b>Employment Status:</b>	Full-time	<b>Supervises:</b>	Water Technician, Maintenance Worker, General Service Worker, Seasonal Employees
<b>FLSA Status:</b>	Exempt		

---

**QUALIFICATIONS:** An example of acceptable qualifications:

Possession of an Associate's degree or equivalent education and work experience plus four (4) or more years of experience in water production, treatment and distribution operations, and sanitary sewer operations.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Ohio Class II (or higher) Water Supply Certification; Ohio Class II Wastewater Collection Certification, or the ability to obtain the certification within twenty-four (24) months of hire; Backflow Certification; Ohio Driver's License; Ohio Commercial Driver's license.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** budget policies, procedures, and practices; department policies and procedures; supervisory principles and practices; EPA laws and regulations; OSHA rules and regulations; water treatment plant regulations and operating procedures; sanitary sewer repair and maintenance principles and practices; water distribution system repair and maintenance; public relations; lab test results and water quality issues.

**Skill in:** operation of heavy equipment and power or hand tools; use of computer and office equipment, plumbing, utility piping, electrical, pumps and motors; and water system controls.

**Ability to:** deal with many variables and determine specific action; formulate short-term and long-term budget estimates; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; determine material and equipment needs; oversee and monitor water production, water distribution and wastewater collection projects; understand technical manuals and/or verbal instructions; manage, organize, coordinate, and direct the work of subordinate staff; prepare required reports; establish and maintain effective working relationships with vendors, contractors, media, other departments, regulatory officials, the public, and other employees; resolve complaints; perform heavy manual labor for extended periods of time, often in adverse conditions; operate utility maintenance equipment; communicate effectively both orally and in writing; add, subtract, multiply, and divide fractions and percentages; perform jobs with little supervision.

---

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

20% (1) Manages the daily operations of the water production system (e.g., manages the planning, organization, operation, and maintenance of the water production wells and Water Treatment Plants); responsible for maintenance, raw water supply, water tanks, booster stations, and meter repair to ensure a

**CITY OF OAKWOOD**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Page 2 of 3

quality water supply that meets current federal and state regulations; assists in developing long- and short-term goals for water production and treatment; implements plan through engineering and construction contracts; prepares and reviews monthly and annual reports for the City and Ohio EPA; prepares annual Consumer Confidence Report, contingency plans, sampling plans, and assists in developing long range plans/projects.

- 20% (2) Operates, maintains, and repairs malfunctions at the iron and manganese removal and water softening plants; repairs gauges, pumps, filters, and other controls and equipment; regulates chemical feeding mechanisms consistent with standard operating procedures; gathers and tests waste samples for plant efficiency reports as required; checks and cleans pump house and other appurtenances; checks filter machinery and pumps, regulates valves, and observes flow and pressure gauges; cleans and changes filters and softener media.
- 15% (3) Performs inspection, replacement, repair, and maintenance of City sanitary sewers and water distribution systems; restores and repairs property damaged as a result of work performed on sewers or water distribution systems.
- 10% (4) Surveys City and locates water and sanitary sewer projects or work to be done; organizes work schedules, determines necessary resources to complete assigned projects; inspects work in progress and after completion to ensure compliance with established standards and/or codes.
- 10% (5) Supervises and trains employees in the inspection, replacement, repair, and maintenance of City sanitary sewers and water distribution systems; trains employees how to restore and repair property damaged as a result of work performed on sewers and water distribution systems.
- 5% (6) Develops water department budget including initiating purchase orders; manages purchase order accounts; orders supplies as needed; prepares and reviews bid specs; verifies invoices; monitors expenditures.
- 10% (7) Changes weekly and monthly charts; records monthly readings; runs water quality tests as needed; prepares reports and other paperwork for the shift; averages daily results, documents the amount of chemicals used during the shift; gathers and submits data as required by OEPA.
- 10% (8) Performs department-wide administrative functions as assigned.
- (9) Enforces all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (10) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

- (11) Performs other related duties as required or assigned.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

**CITY OF OAKWOOD**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

Office equipment, pick-up truck, backhoe, tractor, dump truck, sewer vacuum/jet truck, hydra-stop, tap machine, utility line locators, snow plow, mobile radio, lab equipment, hand tools, mobile radio, water plant controls, meter reading equipment.

---

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

1. Works in the vicinity of floor or wall openings, elevated platforms, and/or runways.
2. Ascends and/or descends ladders, stairs, or scaffolds.
3. Works in a confined space (e.g., manhole).
4. Works in an area in which the means of egress is or can be obstructed.
5. Works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks).
6. Is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas.
7. Is exposed to possible injury from extremely noisy conditions above 85db.
8. Is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants.
9. Is exposed to possible injury due to unclean or unsanitary conditions.
10. Is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines.
11. Is exposed to possible injury from explosions.
12. Is exposed to possible injury as a result of falling from high places.
13. Has exposure to potentially vicious animals.
14. Has exposure to life threatening situations.
15. Has exposure to hot, cold, wet, humid, or windy weather conditions.
16. Has exposure to hazardous driving conditions.
17. Works rotating shift.
18. Has exposure to shaking objects or surfaces.

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 the contents of my position description.

---

(Approval of Appointing Authority) \_\_\_\_\_ (Date) \_\_\_\_\_

---

(Employee Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

---