



WATER AND SEWER SUPERINTENDENT

Department: Public Works

FLSA: Non-Union Exempt

Pay Grade: 9

*Classified specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

This senior management position provides the leadership and direct management of the day to day operations of the Water and Sewer Division including the assignment of personnel duties, equipment, and materials. The Water & Sewer Superintendent is responsible for planning, organizing, and directing the operations and maintenance of the municipal water pumping, storage, distribution, and sanitary/storm sewer collection systems. This position ensures compliance with all federal, state, and local regulations, and provides highly responsible staff support and assistance to the Public Works Director and the entire public works department management team. This position is subject to 24-hour availability, 7 days per week, including weekends and holidays.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Works Director.

The Water & Sewer Superintendent exercises direct supervision over all Water and Sewer Division field personnel and activities.

EXAMPLES OF DUTIES- *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Responsible for ensuring the residents of the Village of Oak Park are provided with safe, clean potable water and an effective, efficient sewer system.
2. Able to manage effectively in a union environment and ensure compliance with all bargaining agreement requirements.
3. Plan, prioritize, and review the work of the Water and Sewer Division staff.
4. Ability to communicate timely and effectively with the residents, business owners, and stakeholders of the Village of Oak Park when responding to requests for services and enforcement of Village ordinances.
5. Ensure that accurate and timely documentation of hours worked, materials, and equipment used to perform the daily activities.
6. Ensure that the daily, weekly, monthly and annual sampling and reporting required by the United States and Illinois Environmental Protection Agencies are accurately performed, prepared and submitted within the timeframe established by each agency.
7. Take immediate action to inform Village management, residents, and the general public of any problems or situations that affect water quality.
8. Establish work schedules, productivity standards and methods for providing cost effective maintenance and repairs to Village infrastructure.
9. Ensure compliance with Village policies and procedures, state, and federal laws and initiate required actions when violations are observed.



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10. Review and evaluate the documentation of the daily work productivity records of field personnel.
11. Prepare, review and evaluate analytical and statistical reports on the historical maintenance and conditions of the Village water and sewer systems.
12. Evaluate, recommend, and schedule necessary training for field personnel.
13. Conduct regular performance evaluation of field personnel within the Division; Implement disciplinary action, when necessary.
14. Identify, obtain and schedule resources required to meet or exceed the established service levels of the Division.
15. Ensure that all field personnel wear proper safety clothing and protective gear and that industry accepted safety standards and practices are adhered to and violations are corrected immediately.

Other important duties and responsibilities:

1. Direct repairs and maintenance activities, if and when needed, due to personnel shortages or complexity of needed repairs.
2. Identify opportunities for improvement of service delivery methods and procedures and review with appropriate management staff.
3. Review and update records and atlases of the water and sewer system, as needed.
4. Maintain and document the inventory of supplies for the Division.
5. Oversee activities concerning the procurement of maintenance materials and supplies.
6. In conjunction with the Public Works Director, prepare and develop the annual Division budget and supporting documentation. Forecast funding needed for staffing, equipment, materials, and supplies that are required to meet established service levels.
7. Participate and assist in the implementation of the goals and objectives of the Village of Oak Park Department of Public Works.
8. Attend and participate in professional group meetings and activities in order to maintain a high level of competence in the latest trends and techniques in the public works industry.
9. Responsible for the deployment, operation, maintenance, and data management of acoustic logging equipment to support monitoring, analysis, and reporting activities associated with non-revenue water.
10. Support the operation and maintenance of Advanced Metering Infrastructure (AMI) systems and customer portal to ensure accurate data collection, system reliability, and regulatory compliance.
11. Perform related duties and responsibilities as assigned including snow mitigation in extreme circumstances.

QUALIFICATIONS: *(Required at the time of hire or learned within a short period of time in order to perform the essential duties)*

Knowledge of:

- Operational characteristics, services and activities of Public Works programs related to water and sewer maintenance.
- Industry trends related to water and sewer maintenance and improvements.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Complex principles and practices of program development and administration.
- Occupational hazards and standard safety precautions, especially those unique to water and sewer maintenance.
- Advanced principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Operation and maintenance of light and heavy equipment used in a modern public works department.



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- Pertinent Federal, State, and local laws, codes and regulations.
- Equipment, materials and techniques used to repair and maintain water distribution and wastewater collection systems.

Ability to:

- Ensure that the best customer service is provided to both internal and external customers.
- Embrace, support, and promote the Village's core values, beliefs, and culture.
- Manage, direct and coordinate the work of two supervisors and frontline staff members; hire, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction.
- Recommend and implement goals, objectives, and practices for providing effective and efficient water and sewer services.
- Prepare and administer large and complex, enterprise budgets.
- Prepare clear and concise administrative and financial reports.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment and use common sense in all situations.
- Use office computers and software applicable to the position.
- Establish and maintain effective working relationships with those contacted in the course of work including Village and other government officials, community groups, and the general public.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reliable and predictable attendance.
- Attend occasional meetings and functions outside of regularly scheduled work hours.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and Writing*
- *Operating assigned equipment.*

Sustain cognitive abilities that enable the potential for:

- *Making sound decisions*
- *Demonstrating intellectual capabilities*

Experience and Training Guidelines

Experience: Minimum of five years of increasingly responsible supervisory or management experience in a public-sector water and/or sewer department. **AND**

Training: Possession of a Bachelor's Degree from an accredited college or university with major coursework in business management, public administration, civil environmental engineering, roadway construction or related field is preferred. **OR**



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An equivalent combination of experience and training.

License/Certification

Possession of a Class “C” Illinois Water Operator’s License.
Possession of a class “B” CDL Illinois Driver’s License preferred.

WORKING CONDITIONS

Work primarily conducted in an office environment with occasional work in inclement weather; exposure to smoke, fumes or dust. Work in tight or confined spaces. Work with hazardous material; shaking, rocking and/or vibrating equipment and loud noise. Work at heights above and depths below ground; and contact with water and other liquids.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.