**Water & Sewer Maintenance Superintendent**

**General Statement of Duties**

Performs difficult technical, administrative, and managerial work planning, organizing and directing the operations, maintenance, and permit compliance of the Town’s Distribution and Collection Systems.

**Distinguishing Features of the Class**

An employee in this class plans and organizes operations and maintenance duties for Sanitary Sewer Collection and Water Distribution systems. Work is performed in strict accordance with state and federal laws and regulations. Work involves planning and assigning work to subordinates, inspecting the operations and maintenance of the collection and distribution system through observation of permit requirements, ensuring proper preventive maintenance and repairs of infrastructure and equipment, overseeing the operations of a crew assigned to execute the work. Work also involves researching and recommending long and short range capital facilities, infrastructure upgrades, and equipment construction and renovation, establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, requesting necessary resources in the annual budget, and motivating, coaching, and ensuring effective productivity of division personnel. Work requires public contact, initiative and judgement and decision making. The employee is subject to the hazards associated with working around raw wastewater, confined spaces, extreme heat, cold, rain, or other inclement weather, machinery including hazards of noise, vibration, proximity to moving mechanical parts, electrical current, exposure to chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and may be required to enter crawl spaces, sewage and water line pipes, and other hazards and use protective breathing equipment. The employee may also be subject to the final OSHA standards on blood borne pathogens in coming in contact with raw wastewater. Work is performed under the general supervision as to matters of policy, budget, long range plans, personnel matters, and work priorities. Work is evaluated through conferences and reports for productivity, system compliance, permit and staff management, and compliance with required laws and regulations.

**Duties and Responsibilities**

Essential Duties and Tasks

* Serves as Operator in Responsible Charge for a grade II Collection System, Grade A water distribution system and cross connection control system; maintains necessary data for systems operations and maintenance, permit and regulatory compliance, creates and submits internal and external reports.
* Plans and directs employees, equipment, and materials to install, maintain, and repair water and sewer lines, hydrants, meters, valves, and pumping stations; participates in field work and locates lines for contractors and other utilities when necessary.
* Participates with management in planning for current and future capacity needs and system modifications for increased efficiency or regulatory compliance; researches and recommends strategies for meeting new regulatory requirements; assists with planning and implementation for capital projects and improvements.
* Establishes, maintains, analyzes, and submits a variety of reports as required and as needed for effective management decision-making.
* Administers daily operations; reviews reports and records for accuracy and to review operations; supervises contracted or in-house analysis of more complex projects;
* Plans and requests necessary resources for Collection, Distribution, and Cross Connection Control operations as part of annual operating and capital budget development process;
* Administers approved departmental budget; participates in capital projects management and administration.
* Performs or supervises purchasing of equipment, chemicals, supplies, equipment, etc.;
* Plans and recommends technology needs.
* Manages and directs preventive maintenance and repair programs for related systems and facilities.
* Leads, Motivates, coaches, mentors, trains and provides performance coaching and review of subordinate supervisors and staff.
* Recommends and ensures proper training and certification of assigned personnel.
* Recommends and participates in disciplinary actions; conducts the hiring process in consultation with management.
* Ensures staff safety in all situations.
* Prepares and submits a wide variety of plans and reports; keeps records; prepares reports; prepares material and supply requisitions; maintains adequate inventory and appropriate records.
* Subject to standby/recall duty

Additional Job Duties

* Performs related work as required.

**Recruitment and Selection Guidelines**

Knowledge, Skill, and Abilities

* Thorough knowledge of the principles and practices of collection, distribution and cross connection control system maintenance and operations, water and sewer lines, repairs, masonry, and related structures and regulations.
* Thorough knowledge of the local, state, and federal laws and regulations relating to collection distribution, and cross connection control systems, and related safety practices.
* Considerable knowledge of the organizations budget, purchasing, and personnel policies and practices.
* Considerable knowledge of effective supervisory principles and practices including leadership, motivation, communications, team building, delegation, discipline, coaching and performance review, training and mentoring, and other supervisory practices and related laws and regulations.
* Considerable knowledge of the application of information technology to system operations and management.
* Working knowledge of AWWA requirements and trades as applied to collection and distribution operation and maintenance and equipment maintenance and repair.
* Skill in collaborative conflict resolution, teamwork and customer service excellence.
* Ability to plan and organize work over a broad scope of multiple hour operations and to create and articulate a departmental or organizational vision of excellence.
* Ability to operate computer for data storage, retrieval, analysis and maintain necessary records.
* Ability to analyze information and make effective decisions.
* Ability to establish and maintain effective working relationships with officials, media, industrial officials, regulatory officials, contractors, other employees, and the general public.
* Ability to communicate effectively orally, in writing, and electronically.

Physical Requirements

* Must be able to perform the basic life functions of climbing, balancing, stooping, crouching, reaching, walking, fingering, grasping, talking, and hearing.
* Must be able to perform heavy work exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently and/or up to 20 pounds of force constantly to move objects.
* Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

Desirable Education and Experience

* Graduation from a community college with a degree in civil engineering technology, environmental science or related area and considerable supervisory experience in water distribution or sewer collection system maintenance or construction; or an equivalent combination of education and experience.

Special Requirement

* Grade A Distribution, Grade IV Collections, and Cross Connection Control System Operator Certifications from the State of North Carolina.
* Possession of a valid North Carolina Class B Commercial driver’s license.
* Competent Person for confined space and trenching and excavation safety

Louisburg

2025

Special Note: This generic class description gives an overview of the job class, its essential job junctions, and recommended job requirements. However, for each individual positions assigned to this class, there is available a completed job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.