



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Superintendent of Utilities	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Director of Public Works	GRADE/RANK: Grade 20
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs professional and technical work managing the daily operations of the Public Works Utilities Division. Responsible for the maintenance and repair of City infrastructure to include but not limited to water lines, sewer lines, pumping stations, fire hydrants, valves, water storage tanks, meters, and the water treatment plant. Assists the Director of Public Works in the development of long-range plans, programs and objectives in support of the operation, maintenance, repair and construction of public infrastructure.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, organizes, directs and coordinates work activities for water line, sewer line, and utility technical services crews, plus water treatment plant staff;
- Establishes and enforces major procedures and policies;
- Ensures that appropriate action is taken by subordinates;
- Develops work requirements and weekly work schedules;
- Ensures quality and timely work
- Provides quality assurance/surveillance for contract work;
- Handles correspondence;
- Prepares a wide variety of reports and documentation on activities;

- Maintains databases and other computer inventories;
- Develops vehicle/equipment specifications;
- Reviews development plans and works closely with developers/contractors;
- Coordinates all purchasing requirements;
- Develops requisitions for materials and supplies;
- Develops project cost estimates to include bill of materials, equipment and man-hours;
- Oversees administration of personnel and evaluates assigned personnel;
- Researches and recommends operational changes;
- Receives citizen inquiries or complaints;
- Tracks information to ensure citizens receive prompt service and courteous and accurate status of work
- Makes field inspections of projects, both in-house and contract, for compliance with recognized standards and practices;
- Ensures personnel are adequately trained and equipped;
- Represents Public Works Dept at meetings, as required;
- Ensures positive image and public relations while executing Utility Division activities;
- Develops recurring maintenance programs and procedures;
- Ensures compliance with applicable environmental laws, policies and practices;
- Assists Director in development of plans, programs and training in support of departmental objectives.
- Develops and monitors budgets, records and reports;
- Monitors weather forecast information, making plans and preparations accordingly;
- Coordinates, monitors and provides surveillance of work done by outside contractors;
- Provides support for other Public Works Divisions as necessary and;
- Performs other duties as assigned by Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the practices of infrastructure maintenance and repair;
- Thorough knowledge of the materials, methods, practices, and equipment used in the operation, maintenance and repair of distribution systems and production and treatment systems;
- Thorough knowledge of the practices of civil engineering as applied to utility system construction and maintenance;
- Knowledge of materials, methods and equipment essential to utility construction, maintenance and repair;
- Knowledge of environmental laws and best practices;
- Ability to develop recurring maintenance and repair programs and schedules;
- Ability to develop work schedules;
- Ability to review and analyze plans and specifications for the maintenance, repair and construction of public infrastructure;
- Ability to develop small projects and material/cost estimates;
- Ability to develop operational policies, plans and procedures;
- Ability to prepare reports, provide analysis and recommendations;

- Ability to prepare clear and comprehensive administrative and technical studies and reports;
- Ability to supervise and coordinate the work of multiple subordinates and other divisions;
- Ability to maintain effective working relationships with City officials, other public officials, employees, other utility companies, contractors and the general public and;
- Ability to lead and manage staff.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Bachelor's degree in civil engineering and/or related field or equivalent amount of training and experience in field. Must have extensive experience in supervision and water and/or sewer project management. Position requires valid Virginia Professional Engineer (PE) license.

SPECIAL REQUIREMENTS:

Position must be available to work evenings and week-ends in the event of emergencies or severe, adverse weather conditions. Attendance is occasionally required at community/neighborhood meetings and/or City Council meetings. Individual may be called in by stand-by personnel for additional assistance. Position requires valid Professional Engineer (PE) license.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This position requires the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, standing, walking, pushing, pulling, lifting, reaching, and grasping; vocal communication is required to express or exchange ideas by means of the spoken word and convey detailed and/or important instructions to others accurately; hearing is required to receive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written and computer data, determining the accuracy and thoroughness of work, observing general surroundings and activities, use of measuring devices, operation of machines, vehicles and equipment; the worker is subject to inside and outside environmental conditions, noise, hazards and is exposed to varying degrees of weather conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position has a staff of 26. Position has direct supervision of Utility Field Operations Engineer, Utility Locator, Field Crew Supervisor, Technical Services Supervisor, and Water Treatment Plant Chief Operator.

EXAMPLES OF EXPECTED DECISION MAKING:

Responsible for determining the necessary resources to accomplish work task objectives; responsible for identifying maintenance and repair requirements for city infrastructure, and developing schedules and priorities to execute work. Responsible for development of long range plans and projects to improve and maintain infrastructure.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Utilities Superintendent will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019