



JOB DESCRIPTION

General Description:

The purpose of this class within the organization is to manage the operation and implement standard operating procedures. Purchase and preventive maintenance on the city infrastructure.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Prepares the budget for the division; develops operating cost data, labor estimates, and equipment costs.
- Plans, supervises, and inspects the work of skilled and semiskilled workers engaged in the distribution of water.
- Assumes responsibility for a variety of personnel functions including interviewing, selection, placement, discipline, safety, training, and resolving of grievances.
- Instructs subordinates in the more difficult water and sanitary sewer systems maintenance and repair operations and processes.
- Inspects and answers customer complaints and orders appropriate corrective measures.
- Plans and oversees maintenance activities to ensure adequate water facilities and to meet consumer demands on a 24-hour schedule.
- Orders all necessary materials and equipment essential to the maintenance and repair of the water and sewer system.
- Performs related work as assigned.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college; Requires six years progressively responsible experience in the operation and maintenance of water and sewer systems and facilities or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and

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City of Americus, GA



Title: Water & Sewer Superintendent

Class Code: 4001

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recurring basis or exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to bright/dim light; dusts and pollen; extreme heat and/or cold; wet or humid conditions; extreme noise levels; animals/wildlife; vibration; fumes and/or noxious odors; traffic; moving machinery; electrical shock; heights; exposure to radiation; disease/pathogens; toxic/caustic chemicals; explosives; violence; and exposure to other extreme hazards not listed above.

Special Certifications and Licenses:

Water Distribution License (B)

Backflow Prevention License

Wastewater Collection Certification (B)

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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