

Public Services Superintendent

DESCRIPTION/ DISTINGUISHING FEATURES:

Incumbents are responsible for assisting in the planning and implementation of activities involved in a functional area of the Public Services Dept. (Public Works and our 2.75 MGD Microfiltration Water Plant). Duties include: supervising and evaluating personnel; planning, scheduling, and prioritizing work assignments and service orders; performing record keeping duties and preparing paperwork; assisting in the planning, development, and implementation of activities involved in a functional area of Public Services; assisting in the preparation monitoring of annual budget; conducting inventory checks and preparing orders for supplies and equipment; investigating and answering customer complaints and inquiries; scheduling installation, repair, and maintenance of Public Services equipment and services; assisting in the coordination of special projects, programs, and services; and, establishing and monitoring cash handling procedures.

REQUIRED MINIMUM QULIFICATIONS

Associate's degree in water treatment technology, water science, or related field OR
Eight (8) or more years of progressively responsible experience in public works and water treatment, including Three (3) or more years in supervisory and administrative duties.

State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.

State of Michigan DEQ F-2 and S-2 with the ability to remain certified throughout employment.

PHYSICAL CONDITIONS / WORK LOCATION:

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, move around the office, or to travel to other locations.

While performing the duties of this job, the employee is also regularly required to work in the laboratory or plant areas supervising or completing hands-on operations and maintenance work, and occasionally travels

to various locations within the City. The employee may be exposed to treacherous terrain requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may be exposed to fumes, dust, chemicals, hazardous materials, loud machinery and equipment, and other dangers associated with maintenance activities or plant operations. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the work sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is moderate, and may be loud in plant or field situations.

EXAMPLES OF DUTIES:

- Supervises and evaluates personnel to include: planning, scheduling, and prioritizing work assignments and service orders; reviewing field work performed; establishing, modifying, and evaluating employee performance and safety standards; motivating and training personnel; and, resolving personnel issues;
- Schedules installation, repair, and maintenance of Public Services equipment and services to include: preparing and reviewing plans, work orders, records, and detailed diagrams; checking availability and ordering parts; meeting with developers, utility stakeholders, and vendors; and, inspecting job progress;
- Assists in the coordination of special projects, programs, and services to include: preparing plans; coordinating personnel; attending meetings; providing assistance and advice to parties involved;
- Performs record keeping duties, prepares and submits paperwork including time-sheets, work orders, service requests, daily production reports, monthly accomplishments, damage reports, MOR's, and yearly CCR.
- Investigates and answers customer inquiries and complaints by gathering facts, providing explanations and solutions, and distributing information;
- Conducts inventory checks, monitors inventory levels, and prepares orders for supplies and equipment;
- Assists in the planning, development, and implementation of activities involved in a functional area of Public Services which includes: determining long-term needs; maximizing return for dollars spent; and, ensuring equitable billing to all customers based upon properly metered accounts;

- Assists in the preparation and monitoring of annual budget by assessing needs of the department and available funding;
- Performs other duties of a similar nature or level.

ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Plumbing practices;
- Hydraulics;
- Meter design and function;
- Safety rules, regulations, practices, and procedures;
- Trenching and shoring techniques;
- Water disinfecting techniques;
- Sanitary and storm systems;
- Street maintenance
- Leaf collection;
- Asphalt applications
- Union contracts;
- City and departmental policies and procedures;
- Maintenance, construction, and repair techniques;
- Commercial and residential water service connections;
- Engineering;
- Billing and collection procedures;
- Utility operations;
- Public relations;
- Winter Maintenance Operations;
- Snow & Ice Removal;
- Snow plowing.

Skill in:

- Typing
- Using computers and software applications;
- Reading maps and blue prints;
- Operating and using required equipment;
- Performing calculations;
- Gathering, analyzing, and interpreting data;
- Maintaining inventory;
- Maintaining records;
- Maintaining streets, asphalt, concrete,
- Reviewing and planning projects;
- Preparing reports;
- Troubleshooting complex problems;
- Planning, developing, and implementing programs and work schedules; Supervising and evaluating employees;
- Preparing and monitoring annual budget;
- Interpreting plans and specifications;
- Installing, maintaining, and repairing equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Operate and maintain the treatment plant so as to comply with applicable law

- Provide direction and control for the chemical, physical and mechanical processes associated with the Plant.
- Direct the operation of all equipment such as pumps, motors, valves, filters, microfiltration membranes, computers, and chemical feed equipment.
- Prepare operating schedules and supervising assigned staff.
- Review methods to improve the operations and efficiency.
- Budget and cost control reporting

- Control computer SCADA and related instrumentation controls.
- Suggest the purchasing of supplies, equipment spare parts, and equipment.
- Follow and update the O&M Manual.
- Control statistical preventive maintenance.
- Authorize, for trained personnel only, confined space entry, hot work and lock out of process equipment in accordance with OSHA regulations
- Providing technical support for daily operations, plant improvements, process improvements, design, equipment acquisition, plant breakdown and analysis, and recommending corrective actions.