

# Water & Wastewater Superintendent - Water & Wastewater Grade II

City of Luverne

**Deadline: Open until filled.**

## **Water & Wastewater Superintendent**

### **JOB DESCRIPTION:**

A Water & Wastewater Superintendent position who will be responsible for supervisory and managerial work in the planning, directing, and coordinating the functions and policies set forth by the City Engineer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include but are not limited to the following:

- Manages and supervises field personnel
- Prepares and submits appropriate operational reports to the Alabama Department of Environmental Management (ADEM) and other agencies as required or directed
- Prepares and manages the monthly operating and capital improvement budget
- Participates in infrastructure improvement project planning and oversight of construction
- Inspect and maintain mechanical operating equipment
- Maintains supplies and inventory for maintenance operations
- Responsible for customer communication and complaint resolution
- Provides and maintains a safe working environment for employees
- Work hours beyond the normal office hours, weekends and holidays as necessary

### **SKILLS AND KNOWLEDGE:**

This job requires knowledge in several areas including, but not limited to the following: utility billing, customer service, computer systems and applications related to general office (Excel and Word proficiency is required), and a general understanding of SCADA technology. Must have knowledge and skills of the following:

- Knowledge and understanding of ADEM Regulations and Procedures
- Knowledge of the principals and operations of hydraulics
- Knowledge of plumbing principles and practices
- Understanding of legislation and regulations concerning water distribution, meter reading, utility billing, testing
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Ability to read and interpret maps
- Ability to obtain a minimum Class B CDL
- Operate heavy machinery (i.e. Backhoe, Dump truck, etc.) – Minimal 3 years of experience

***EDUCATION AND EXPERIENCE:***

Must have a minimum of a high school diploma or equivalent; must have Alabama Water and Wastewater Grade II Certifications as issued by ADEM; must have three (3) years of experience in the water industry related to the following areas:

- Operations and maintenance of a water distribution system
- Operations and maintenance of wastewater collection and treatment systems
- Supervising and managing employees
- Managing customer complaints

***PHYSICAL DEMANDS:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Demands include driving, meter reading, replacing water meters and valves and working within an excavated trench. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***OTHER REQUIREMENTS:***

Must reside within a 25-mile radius of the City of Luverne, Crenshaw County, Alabama. Maintain a valid commercial driver's license in the State of Alabama.

**QUALIFIED RESUMÉS SUBMITTED TO:**

City of Luverne

Attn: Michelle Royals

PO Box 249

Luverne, AL 36049

Email: [luvernecityeng@gmail.com](mailto:luvernecityeng@gmail.com)