

Lindon City
100 North State Street
Lindon, UT 84042-1808



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LINDON CITY JOB OPENING

Water System Superintendent

Applications due February 15th, 2019

APPLICATION REQUIREMENTS:

Applicants must submit a cover letter, resume and a completed Lindon City Employment Application (available on-line at <http://www.lindoncity.org/employment.htm> or at City offices located at 100 North State Street, Lindon, UT 84042). Applications due February 15th, 2019.

Job Description:

TITLE: Water System Superintendent

PAY RANGE: Range 20 (\$25.20/hr to \$37.77/hr) + Full Benefits (medical, dental, 401k, retirement pension, vacation, sick leave, etc.). *Starting pay typically starts at lower end of scale but negotiable depending on qualifications, certifications, and experience.*

DEPARTMENT: Public Works

SCHEDULE: Typically works Monday-Friday (7:00 am to 3:30 pm). Assists with on-call emergency coverage for various Public Works needs. Required to work after hours as needed for emergency repairs or scheduled maintenance work.

STATUS: Regular Full-Time

FLSA CODE: Non Exempt

NATURE OF THE WORK

Under the direction of the Public Works Director manages, supervises and coordinates the essential functions, programs and activities of the Water Division for both culinary and secondary water systems, including operations and maintenance, customer service and capital improvement projects; performs related duties as required.

EXAMPLES OF DUTIES

- Directs, manages, supervises, evaluates, and coordinates the operation, maintenance and capital improvement of the City's culinary and secondary water systems, including production, distribution and metering systems.
- Plans, assigns and tracks activities for the operation, maintenance and repair of water distribution equipment including but not limited to: production wells and spring sources, storage

tanks and reservoirs, booster stations, water mains, services, valves, hydrants, PRV's, backflow assemblies, chlorination stations, SCADA System, and master and individual customer meters.

- Assists in safety presentations and help to promote a safe working environment.
- Inspects, maintains, and operates a variety of construction and maintenance vehicles and equipment including backhoes, loaders, and dump trucks in water system inspection, maintenance and repair activities.
- Determines work assignments and utilization of personnel, equipment and materials; continuously monitors and evaluates the effectiveness and efficiency of customer service levels and product delivery methods.
- Supervises, inspects, and participates in construction-related activities incident to the operation, maintenance and repair of the water systems. Activities include, but are not limited to the following: placement of barricades, signs, and other traffic control devices around work zones; excavation of trenches; installation, flushing, disinfection, inspection, and testing of pipelines; flushing, testing and repair of fire hydrants; rebuilds of PRVs and other valves, etc.
- Keeps and maintains detailed records of inspections and maintenance; prepares reports and other documentation including schedules, purchase orders, State reporting and employee evaluations.
- Coordinates with contractors for projects not performed by City Staff; assists in the development of construction plans and specifications, maintenance and equipment purchase contracts.
- Assists in the plan review process for new development and enhanced opportunities for system improvements.
- Evaluates work methods and operations; researches and implements new work methods and cost-saving programs; plans and schedules division activities; estimates project costs; monitors construction, operation and maintenance costs and approves division expenditures.
- Coordinates with the Director of Public Works in the preparation of budgets.
- Trains and evaluates Water Division staff; provides leadership and direction for subordinate staff; evaluates policies and procedures and recommends goals, objectives and methods for effective and efficient water service.
- Investigates and resolves citizen complaints and /or sensitive issues; deals constructively with conflict and initiates appropriate response and corrective actions.
- Promotes a good public image of the Water Division, Public Works and Lindon City.
- Coordinates water sources and distribution operations with State, County and local officers.
- Assists with on-call emergency coverage for various public works' needs; required to work after hours as needed for emergency repairs or scheduled maintenance work; may assist with snow plowing, cemetery interments; and performs other Public Works related duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of:

- Construction and maintenance vehicles and equipment.
- Report writing and record keeping.
- Public relations.
- Managing water production, storage and distribution systems including system expansion, repair, maintenance and operations.

Ability to:

- Adequately perform job functions as listed in examples of duties.
- Read and interpret engineering drawings, plans, specifications.
- Operate and maintain construction vehicles and equipment.
- Operate personal computer and email.
- Prepare reports and keep accurate records.
- Understand and follow verbal and written directions.
- Analyze data and information and draw logical conclusions.
- Communicate clearly and concisely, both orally and in writing.
- Organize and follow through with multiple projects of various complexities at the same time.
- Establish and maintain effective working relationships with City officials, staff, and the general public.
- Select, train, supervise and evaluate employees.

- Plan, assign and inspect the work of subordinates.
- Motivate employees to optimize safety and efficiency.

EDUCATION AND EXPERIENCE

- A standard senior high school diploma plus 5 years of related water distribution system experience.
- Equipment operation experience or an equivalent combination of education and experience.

LICENSES AND CERTIFICATES

- Requires a valid State of Utah Commercial Driver License (CDL), w/no significant violations or restrictions that prohibit ability to perform essential job duties.
- Must be certified by the State of Utah as an unrestricted Grade 4 Water System Operator.

WORKING ENVIRONMENT

- Physical hazards involved in operating construction and maintenance vehicles and equipment.
- Moderate to heavy physical effort is required; heavy lifting is necessary.
- Outdoor work required in various weather conditions on uneven ground surfaces; normal office setting for writing reports.

**Selected applicant must pass a drug screening test, criminal background check, and driver license check prior to official offer of employment.*

Lindon City is an Equal Opportunity Employer.