

TITLE: WATER SYSTEM SUPERINTENDENT

EMPLOYMENT STATUS: FULL TIME

REPORTS TO: TOWNSHIP SUPERVISOR

POSITIONS SUPERVISED: WATER SYSTEM EMPLOYEES

SUMMARY:

Performs highly responsible supervisory and administrative work in planning, organizing and directing activities of the Lake Charter Township Water System. Work involves responsibility for the administration and coordination of all water system record keeping activities, establishment of system policies, procedures and regulations including those pertaining to operation of the filtration plant and installation of water lines and taps within the limitation of laws, regulations and policies from higher authority.

SUPERVISION RECEIVED:

Works under the direct supervision of the Township Supervisor.

SUPERVISORY RESPONSIBILITIES:

Is responsible for the overall direction, coordination and evaluation of the Lake Charter Township Water System. Carries out supervisory responsibilities in accordance with policies and applicable laws. Responsibilities include training employees; appraising performance, planning; record keeping; rewarding and disciplining employees; addressing complaints and resolving problems. Also responsible for the Lake Township Sanitary System inventory and providing assistance as needed to the Galien River Sanitary District for maintenance and repair of Lake Charter Township sanitary sewer lines and appurtenances (manholes, etc.).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To manage and supervise the operation of the Township Water System, including all water system improvements, projects, works, and related undertakings of the Township.
2. To oversee the construction, repair and maintenance of the water distribution system, to whatever extent the Township has control of the system, the water treatment system, the lake pumping station, the water plant building, the sludge ponds and

impoundment, and other property both real and personal, belonging to, or in which the Township Water System has an interest.

3. To be responsible for the inventory and preservation of property, tools, equipment, furniture, and appliances of the Township Water System.
4. To administer contracts entered into by the Township that involve the Water System, and to ensure that all terms and conditions imposed in favor of the Township or inhabitants in any contract are faithfully kept and performed.
5. To attend all regularly scheduled meetings of the Township Board, with the right to take part in discussions involving the Water System, but without the right to vote.
6. To recommend policies, projects, procedures, ordinances, specifications, and planning objectives to the Township Board or designated committees.
7. To be responsible for the preparation of the Water System portion of the agenda of the meetings of the Township Board, including a general monthly report and relevant supporting documentation.
8. To be a member, not necessarily with a right to vote, of all committees of the Township Board deemed essential for the input of the Water Superintendent.
9. To prepare a proposed water system annual budget under the policies formulated by the Township Supervisor.
10. To be responsible to the Township for the efficient administration of all functions of the Township Water System.
11. To act as the purchasing agent for the Township Water System. Upon direction by Supervisor or action of the Board of Trustees.
12. To conduct, with the consent and approval of the Township Supervisor, sales of property, real or personal, which the Township Water System has the authority to sell.
13. To assume all duties of the Personnel director of the Township Water System, and in the connection to have the authority concerning the following:
 - a. Supervise all full-time, part-time and contract employees of the Township Water System.
 - b. To recommend, evaluate, train, and discipline all employees.
 - c. To make compensation adjustments within specific rules, guidelines, or parameters established by the Township Supervisor or the Township Board.

- d. To interpret and make determinations in all personnel matters not specifically reserved by the Township Supervisor, Township Board, or personnel policies manual.
14. To keep informed of, and to obtain knowledge of, pending legislation that may impact the Township Water System.
15. To be the primary contact on all inquiries and correspondence to the Township from federal, state, county, and other local governmental officials, and Township residents with specific problems or needs in regards to the water system, and make such known to the Township Supervisor.
16. To analyze such matters, and make recommendations to the Township Board of such matters, as are necessary for the continued development and well being of the Water System.
17. To coordinate the utilization of all relevant contracted services.
18. To perform such other duties as may be required by the Township Board or Township Supervisor.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR
EMPLOYMENT**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Thorough knowledge of operation and maintenance of water systems and the ability to apply this knowledge to daily operations of the system.
2. Thorough knowledge of the use and operation of a wide variety of water system equipment and apparatus.
3. Ability to plan, assign and coordinate the work of a group of employees engaged in water system operations.
4. Considerable knowledge of water system administration.
5. Ability to maintain discipline, to lead and direct employees and equipment under routine and emergency conditions.
6. Be physically active.

7. Ability to work and effectively communicate with other city and Township officials and the general public. The ability to speak in public and project good Public Relations with the general public.
8. Ability to use a computer effectively and be familiar with Excel spreadsheets and work-processing programs. Experience with excels reporter desirable but not required.
9. Associate in Water-Wastewater Technology from an Accredited College or a Bachelor of Science Degree in Environmental Science. Engineering or associated field with experience in water system operations. F1, S2 minimum certification by MDEQ is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit. The employee is occasionally required to stand, walk, use hands, reach with hands and arms, climb or balance, stoop, kneel or crouch. Should be able to enter confined spaces. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing this job the employee is occasionally exposed to moving equipment, caving ground and outside weather conditions. The noise level in the work environment is usually quiet.

This description is intended to describe the type and level of work being performed by a person assigned to this position. It is not an exhaustive statement of duties, responsibilities or requirements of a person so classified.

Adopted 4/18/2011

Slightly revised 4/18/2011