

## **BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: SUPERINTENDENT, DISTRIBUTION & COLLECTION**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to manage and oversee water distribution and construction/maintenance activities.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; provides training and instruction to employees.

Coordinates daily work activities; organizes, prioritizes, and assigns work; develops work schedules to ensure adequate coverage; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Director of Water Department, state/federal officials, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Coordinates water/sewer construction/maintenance projects; prioritizes and schedules projects; determines necessary manpower, equipment, materials, or other resources for each project; develops cost estimates for each project; coordinates projects with other departments, outside contractors, outside agencies, or other parties as necessary.

Contacts outside contractors to provide services as needed; meets with contractors to discuss various aspects of water projects; solicits bids from contractors; schedules contractor work; supervises and monitors all work performed by outside contractors.

Performs various tasks associated with planning and coordinating projects; locates water for utilities; schedules locates of other utilities; checks location of taps; determines location of meters; assists in conducting field work surveys; performs leak surveys; performs chlorine testing at end points; supervises disinfection of new water lines; conducts testing for proper disinfection; obtains water samples for bacteria testing; plans traffic control situations.

Supervises meter reading activities; plans schedules for reading meters; assists in setting meters, turning on water service, or turning off water service.

Coordinates response to problems or emergency situations; responds to calls on a twenty-four basis.

Prepares Department of Transportation (DOT) permits for work to be done; creates drawings for DOT permits using computer-aided design (CAD) program.

Compiles information relating to DOT construction work.

Maintains accurate, current records of the county's water system.

Performs administrative functions; prepares monthly reports of various work activities; assists with budget preparation; obtains easements for expansion; researches rights-of-way; reviews blueprints relating to construction projects; maintains personnel data and attendance records.

Prepares or completes various forms, reports, correspondence, taps done reports, taps to be done reports, easement records, DOT permits, permit drawings, inventory records, maintenance records, budget documents, performance evaluations, attendance records, or other documents.

Receives various forms, reports, correspondence, tap service tickets, utility locates, bacteria reports, maintenance records, service applications, time sheets, job applications, budget reports, as-built maps, new project maps, road maps, tax maps, blueprints, operational guides, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Monitors inventory levels of department equipment, chemicals, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new or replacement materials; obtains competitive bids and price quotes; conducts periodic inventory counts.

Supervises and assists in performing general/preventive maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning work areas; schedules preventive maintenance work and performs follow-up to ensure timely completion; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Operates a variety of machinery, equipment and tools associated with projects and work activities, which may include a utility truck, dump truck, backhoe, loader, chlorine tester, titrate tester, electronic tester, pressure tester, locating devices, mechanic tools, or general office equipment.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, computer-aided design (CAD), or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates with director, employees, other departments, vendors, customers, the public, state/federal agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in water distribution and collection and all aspects of water treatment operations; supplemented by three (3) years previous experience and/or training that includes water distribution/collection, water/sewer system installation/maintenance, water treatment operations, project management, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Water Distribution and Water Collection certification. Backflow Prevention Specialist certification, preferred. Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid Department of Transportation Utility Flagger certification.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please contact Horace Gee at (706) 677-6889 with any questions or  
Submit Resume to: [hgee@co.banks.ga.us](mailto:hgee@co.banks.ga.us)