

CITY OF MILLEDGEVILLE JOB ANNOUNCEMENT

POSITION Superintendent – Water & Sewer Maintenance
LOCATION Water & Sewer Maintenance Department
SCHEDULE Full-Time – 8-hour shifts
SALARY **Negotiable – Dependent Upon Experience**

JOB ANNOUNCEMENT February 5, 2024 – Until filled

JOB SUMMARY: This position is responsible for planning, directing, and supervising personnel involved in the operation and maintenance of the water distribution and sewage collection systems. This position reports directly to the Water and Sewer Maintenance Director.

MAJOR DUTIES: Include; but not limited to:

- Plans, directs, and supervises the operation of the water distribution and sewage collection systems, including maintenance and administrative operations.
- Plans operations including setting priorities and preparing long and short-range strategies to ensure effective water distribution and sewage collection.
- Assigns duties to, trains, and supervises employees.
- Advises employees of city rules and department standards and operating procedures.
- Identifies problems in the water and sewer system; determines method and equipment needed to repair problems.
- Schedules training, work, and vacations; maintains records of hours worked.
- Ensures compliance with local, state, and federal rules and regulations.
- Assists in repairs of the distribution and collection system; locates leaks.
- Coordinates and supervises inspection and cleaning of the collection system.
- Assists Water Treatment and Wastewater Treatment Departments with maintenance of lift stations.
- Responds to emergency situations and after-hour calls.
- Inspects the work of outside contractors involved in water and sewer main installations.
- Maintains inventory of materials and equipment necessary for department operations.
- Interviews applicants; makes hiring recommendations.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of city policies and procedures pertaining to water distribution and sewage collection.
- Knowledge of state and federal laws governing the operation of water distribution and sewage collection systems, including safety and maintenance procedures.
- Knowledge of management and supervision techniques.
- Knowledge of construction and plumbing standards, including hydraulics.
- Knowledge of equipment and materials used in the maintenance and construction of distribution and collection systems.
- Knowledge of basic mathematics, chemistry, biology, and civil engineering.
- Skill in operating heavy equipment, including a backhoe, trencher, dump truck, and jack hammer.
- Skill in reading blueprints, construction plans, and maps.
- Skill in organizing and prioritizing work assignments.
- Skill in oral and written communications.
- Must obtain a Distribution Operations & Maintenance/Wastewater Collection License within one year (whichever applies first)