

**VILLAGE OF BROOKLYN
UTILITIES SUPERINTENDENT
POSITION DESCRIPTION**

Purpose of Position

Operates and administers the efficient operation of the water and wastewater utilities. Assists in the strategic planning of water/wastewater infrastructure needs including water distribution through water tower and well placement, as well as the wastewater treatment facility and sanitary/storm sewers. Organizes and directs training activities of water and wastewater utility personnel. Supports the Director of Public Works in goal setting, budgeting and safety compliance related to these utilities. Maintains effective communication and working relationships with Village officials and employees, vendors/suppliers, consultants, contractors and the general public as well as state and federal agencies. Compliance with all DNR, PSC, and EPA regulations is a top priority. This work is performed either personally or by directing the activities of other Utility personnel, contract labor, or assistance from Public Works. Residence within a ten mile radius of the Village limits is required.

Supervision Received

Performs under the supervision of the Director of Public Works with policy direction from the Village Board; but exercises considerable independent judgment in determining work priorities and the technical/operational objectives and the practices of the Utilities.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

The following provides an overview of duties related to this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervise the day to day operation and maintenance of both the water and wastewater utilities.
- Inspect, repair and maintain lift stations, manholes, sewer mains, wells, water tower, water mains, and fire hydrants.
- Install, repair, test and read all water meters in compliance with PSC regulations.
- Operate valves, pumps, SCADA, and related hardware to control treatment processes.
- Perform maintenance, repair, and custodial duties on all utility buildings, grounds and equipment.
- Responsible for utility locates before works begins underground.
- Cross-Connection Control and Well Abandonment Programs, including inspections, enforcement and appropriate record keeping.
- Have knowledge of and ability to use lab equipment, perform lab tasks, interpret results and apply them to treatment plant operations.
- Have knowledge of and ability to perform treatment plant operation modifications based on chemical, physical, and biological observations in the treatment processes.
- Calculate water losses and impact fees.
- Responsible for the timely submission of all Department of Natural Resources required testing and reports for the wastewater treatment facility and water utilities.
- Comply with requirements of annual Department of Natural Resources inspections.
- Contact person for Department of Natural Resources, Environmental Protection Agency and Public Service Commission ensuring compliance with all DNR, EPA and PSC regulations.

This includes maintenance of appropriate documents and records necessary for compliance with regulations.

- Collaborate with the Director of Public Works in preparing each utility's operating budget and recommendations for construction, reconstruction, and maintenance of storm sewers, storm water management projects, sanitary sewer and wastewater system, water supply and distribution systems.
- Monitor the expenditures of the approved annual budgets for the water/wastewater utilities to assure effective use of budgeted funds, personnel, materials, facilities and time.
- Purchase supplies, materials, and equipment needed to perform duties in accordance with purchasing policies and procedures.
- Recommend public policy, service levels and municipal ordinances related to the water/wastewater utilities to the Director of Public Works and participate in their implementation.
- Advise the Director of Public Works regarding the establishment and enforcement of internal rules, policies, work methods and procedures.
- Manage the safe operations of both utilities operations in accordance with Department of Commerce regulations and implements safety policies and procedures related to the utilities for Public Works employees.
- Work with the village engineer on the village's Geographic Information System (GIS).
- Keep abreast of professional developments in the field by attendance at conferences and meetings and review of technical journals, Department of Natural Resources' regulations, Environmental Protection Agency regulations and Public Service Commission regulations.
- Maintain all licenses and certifications necessary to operate water and wastewater treatment facilities operated by the Village.
- Inform Public Works Committee of any new or substantial events relative to water supply distribution system and wastewater treatment system.
- Attend Village Board, Public Works Committee and other meetings as necessary.
- Share in and assist with holiday and weekend rounds.
- Respond to emergencies and alarms including but not limited to, treatment plant, lift station, water system failures or alarms 24 hours per day, as needed.
- Other work may be assigned as needed by the Director of Public Works; however, such work should be scheduled in advance whenever possible so as not to interfere with the operation of the utilities unless there is an urgent or emergency situation.

Desired Training and Experience Required to Perform Essential Job Functions

Considerable experience in the operation and maintenance of water and wastewater functions, including extensive supervisory experience. Completion of high school and a minimum of 2 years of public utilities experience with the majority in water and wastewater systems. The position requires a valid CDL operator's license with a minimum Class B Endorsement to be maintained at all times. The following operator's certifications are required; Wastewater General Grade 2 with subgrades - Activated sludge Grade 2, Lab Grade 2 and Filtration Grade 2 within 18 months of the employment date. Water- Distribution Grade 1 and Groundwater Grade 1; in accordance with rules and regulations of the Wisconsin Department of Natural Resources and issued by the State of Wisconsin.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data and oversee the execution of these decisions.

- Requires the ability to provide first line supervision. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as water sample reports, invoices, constructions plans, drawings, flow charts, maps, equipment and operations manuals, financial statements, statutes, procedures and non-routine correspondence.
- Requires the ability to perform mathematical operations with fractions, percentages and decimals; compute discount, interest, ratios and proportion; calculate surface areas, volumes, weights and measures.
- Requires the ability to use GIS applications and data management as well as use SCADA and other computer software programs and other technological resources as available.
- Requires the ability to communicate effectively and appropriately, orally and in writing; and establish and maintain courteous, tactful, and effective relationships with the general public, Village Board, Committees, Village employees, vendors/suppliers, consultants and contractors; as well as state and federal agencies.

Judgment and Situational Reasoning Ability

- Requires the ability to apply principles of supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the directions, control and planning of an entire program or multiple programs.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize and perform complex rapid adjustment on equipment, machinery and tools used in performing essential functions. Examples include but are not limited to: generators, pumps, compressors and sewer jettors.
- Tasks involve the ability to exert physical effort which may involve lifting, carrying, pushing and pulling of objects weighing seventy pounds.
- Requires the ability to operate different vehicles and pieces of equipment effectively. Examples include but are not limited to: front end loaders, skid steers and patrol trucks.
- Requires the ability to recognize and identify similarities or differences between characteristics of color, shapes and sounds associated with job-related objects, materials and tasks. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Requires the ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is regularly required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell.

Environmental Adaptability

- Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as strong odors, fumes, vibrations, airborne particles, chemicals, noise, machinery, temperature/climate changes and/or electrical currents can cause discomfort and where there is a risk of injury.

Notes

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. The job description does not constitute an employment agreement between the employer and employee and the Village retains and reserves any and all rights to change, modify, amend, add or delete, from any section of this document as it deems, in its judgment, to be proper.

Formal application, rating of education and experience; oral interview and reference check, job related tests and a physical examination with drug screen will be required.

The Village of Brooklyn is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.

adopted April 11, 2011