POSITION SUMMARY

This professional leadership position has direct responsibility over the administration, operation, maintenance, and business functions of the Capital Region Water (CRW) Drinking Water Department which includes a 20 MGD filtration/treatment plant, distribution system, pumping stations, water storage facilities and two surface water supplies including an 8,000-acre watershed, impoundment and reservoir. The Superintendent plans, supervises, coordinates, and directs the various department functions under the policy direction of the Chief Executive Officer. Assignments are received and administered orally and in writing.

To perform this job successfully, the individual must be able to perform and satisfactorily meet the essential job responsibilities and functions for this position. 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 job responsibilities.

ESSENTIAL JOB RESPONSIBILITIES & FUNCTIONS

- Assign and oversee the work activities of department supervisors to deliver safe, efficient supply, treatment, testing and distribution of drinking water and all activities directly or indirectly associated with that charge including but not limited to installation, repair and replacement of water mains, valves and hydrants, and related street repairs.
- Develop, evaluate and enforce administrative and technical policies and procedures.
- Evaluate and enhance the operational performance of all facilities, which includes, but is not limited to, water loss control programs, filter plant performance studies, and assessment and replacement of buried infrastructure.
- Fulfill all operational, testing and reporting requirements of CRW Drinking Water permits.
- Inspect facilities regularly.
- Develop an annual drinking water operating budget.
- Oversee the expenditure of budgeted funds and ensure adherence to budgetary guidelines and purchasing policies and procedures.
- Requisition supplies, materials and equipment.
- Review and approve all reports and records.
- Prepare special reports as required.
- Monitor the productivity and efficiency of each unit (operations, distribution, water quality, watershed).
Position Title: Superintendent – Drinking Water  Group: Drinking Water Operations

• Provide guidance and help establish short-term goals for various supervisors; develop long-range plans.
• Furnish technical information and advice to the Directors, as required.
• Maintain a safe work environment.
• Establish and maintain an effective working relationship with supervisors, co-workers and the general public.

EDUCATION AND WORK EXPERIENCE:

• B.S. degree in engineering, science, water management, public administration or related field.
• Ten (10) years of increasingly responsible experience in the field of water treatment and distribution.
• Valid Pennsylvania driver’s license, Class C, or equivalent.
• Current Pennsylvania Department of Environmental Protection Waterworks Operator Class A, E Subclass 1, 7, 8, 10, 11 & 12 certification, or ability to attain by testing or reciprocity within one year of employment.
• Ability to research and prepare and/or supervise the preparation of clear, concise reports and budget recommendations.
• Ability to plan, direct and evaluate all phases of water treatment, storage and distribution system operation.
• Ability to communicate effectively to all required levels, including communicating technical information to a non-technical audience both orally and in writing.
• Ability to recruit, train, supervise and evaluate personnel.
• Ability to adapt to emergency situations and take decisive remedial action while remaining cognizant of job-related dangers.
• Comprehensive knowledge of applicable federal, state, local and environmental requirements.
• Comprehensive knowledge of Safety and Loss Control Programs and Risk and Vulnerability Assessments.
• Comprehensive knowledge of purchasing procedures.
• Thorough knowledge of water treatment processes;
• Thorough knowledge of managerial, administrative, and organizational principles and practices.
• Knowledge of water system maintenance and repair.
• Knowledge of watershed management.
• Knowledge of highway/street construction and repair.
• Familiarity with the use of computerized maintenance management systems (CMMS) for the daily tracking of activities as well as prioritization of program improvements. Experience with Cityworks a plus.
• Experience with expectations and performance obligations of the Partnership for Safe Water program.
• Strong organizational and leadership skills.
Position Title: Superintendent – Drinking Water  Group: Drinking Water Operations

WORK ENVIRONMENT & EQUIPMENT USED:
• Work is performed at the Water Services Center and auxiliary facilities.
• Administrative duties require the use of computers for various job functions.
• Employee is subject to varied work conditions in and out of doors, including noise, fumes, hazardous materials and inclement weather.
• Travel locally between CRW's other facilities.