

## City of Rapid City Job Description

<b>Job Title</b>	Water Superintendent		
<b>Job Code:</b>	WPST	<b>Job Family:</b>	
<b>Pay Grade:</b>	NU24	<b>Date Revised:</b>	9/2/2022
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for providing overall supervision and leadership of the City's Water Division to ensure the efficient operation and maintenance of the City water system, to include oversight of the Pactola and Deerfield Reservoirs, City held water rights, facility operations, production, treatment, distribution, storage, and utility maintenance.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Accepts overall responsibility for the safe and efficient operation and maintenance of the City's water infrastructure, including water treatment plants, pump stations, finished water reservoirs and water distribution system in compliance with all local, state, and federal laws and regulatory requirements.
- Manages personnel and administrative functions associated with leading a public utilities work group, to include: Allocates resources and assigns projects, programs, and tasks to personnel; supervises teams; oversees employee recruitment, retention, and evaluation; develops processes, policy and procedures; maintains accurate records; gathers and analyzes data; prepares fiscal, operational, and technical reports as required; resolves customer inquiries and complaints.
- Provides fiscal management and control to include: prepares and submits the annual division budgets to adequately resource operations and maintenance, and plan for long-range construction activities; monitors expenditures to ensure operation is maintained within budget; creates and maintains data models for use in rate setting, projecting water consumption, funding long-range capital improvements, performs cost and operational analysis, and tracks revenue generation.
- Anticipates and responds to future growth needs to include: master planning; negotiates external service agreements; acquires and monitors water rights and permits; participates in strategic planning and organizational development activities; collaborates with Engineering Services and consultants for Capital Improvement planning, design, and start-up of new water-related facilities and infrastructure.
- Ensures adequate planning and supervises response for emergency operations in coordination with Pennington County Emergency Management, the Bureau of Reclamation, National Weather Service and local/regional law enforcement personnel.
- Assists the Public Works Director in providing public information and environmental services education to other divisions, departments, government agencies, the City Council and the general public; is actively involved in industry-specific professional organizations.

### Qualifications:

#### Education and/or Experience:

Bachelor's Degree from accredited college or university plus two years of experience in Environmental Sciences or related field OR Associate's Degree from accredited college or university plus four years of experience in Environmental Sciences or related field; Four years of experience in a Class III or higher water production facility; training in water production system operations; minimum eight years of progressively responsible supervisory experience; or any combination of education and experience acceptable to the hiring team.

#### **Certificates, Licenses, Registrations:**

Must obtain and possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Class III Water Treatment Operator's Certification and Class III Water Distribution Operator's Certification as stated in the minimum qualifications for licensing by the State of South Dakota Board of Operator Certification, South Dakota Department of Water and Natural Resources with ability to obtain a Class IV in acceptable time frame.

#### **Working Conditions:**

*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 individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate. The work environment includes exposure to outdoor elements including sun, rain, snow, etc.

#### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee 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 use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be familiar with and be able to use all required PPE as dictated by organizational guidelines.