

City of Idaho Springs Job Description

POSITION TITLE: Water / Wastewater Superintendent / ORC (Operator in Responsible Charge)

DEPARTMENT: Water / Wastewater Department

POSITION SUMMARY

Plans, organizes, administers and supervises the Water / Wastewater Department. Managerial and supervisory position responsible for Water and Wastewater infrastructure. Responsibilities include water supply, treatment and storage, wastewater collection and treatment, and coordination with the Public Works Department regarding operations and maintenance of distribution and collection mains. This is a full-time exempt salary position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. This position is the City of Idaho Springs Operator in Responsible Charge (ORC) and will comply with Regulation 100, CRS of the Colorado Primary Drinking Water Regulations.
2. Prepare and timely submit to the City Administrator a written preliminary budget request for the Water/Wastewater Department and administer the adopted annual budget.
3. Exercise proper care and custody of water and waste water facility, prepare and maintain inventories of the same, and account for the same as required by City Council.
4. Attend scheduled Council meetings and necessary work sessions, participate in discussion and make recommendations to City Council. Provide water and wastewater department update for all Council meetings.
5. Maintain, repair and service all equipment within water and wastewater department.
6. Maintain and preserve all records of engineering work performed at the Water and Wastewater Plants by or for the City.
7. Hire, discipline and terminate as necessary employees of the water and wastewater department; in accordance with the policies of the City.
8. Maintains a safety-training program as required by insurance carrier.
9. Prepare and maintain essential records and reports as required by governing agencies.
10. Conduct regular job performance evaluations for all Water and Wastewater employees in accordance with the policies of the City.
11. Coordinate with regulatory agencies on current and proposed programs and pending regulatory updates and changes.
12. Coordinate with the Public Works Superintendent regarding the planning, design, administration, and maintenance of the water and sewer utilities of the City.
13. Perform such other duties as may be prescribed by the Mayor and City Council.

City of Idaho Springs

Job Description

EXPERIENCE AND TRAINING

Formal education: High School Diploma or GED and three or more years of supervisory experience in a related field. Bachelor of Science in Environmental Science or Civil Engineering preferred.

Certificates and licenses: Must possess and maintain current Colorado Class B level Water and Wastewater Operator Certification or higher and Colorado Class II or higher Water Distribution and Collections Operator Certification. Ability to obtain Colorado Class A level Water and Wastewater Operator Certification as may be required. Valid Colorado Driver license required.

Special training or experience: A combination of education and experience commensurate with the above stated skills and specific duties attendant to this position.

Skill/Ability to: Read, understand and interpret State, Federal and County laws pertaining to planning and environmental issues; ability to write clear, concise and accurate reports; and prepare and present technical information at public meetings. Must be able to develop and maintain cooperative working relationships with staff, the general public and other department and agency staff. Possess a wide variety of management skills to include budgeting, planning, organization and supervision of individuals and work groups. Ability to comprehend complex and often detailed plans, reports and multi-faceted projects. Knowledgeable in the areas of water and wastewater treatment, distribution and collections systems. Communicate both verbally and in writing. Ability to analyze and solve problems.

Physical Demands: While performing the duties of this position, the employee is frequently required to walk, stand, kneel, stoop, bend, lift, pull and push unassisted. Must be able to lift 70 lbs. unassisted. Use of hands to operate tools such as valve wrench, cutters, drills, screwdrivers, pliers and wrenches. Specific vision abilities include close, vision, distance, color, peripheral, depth perception and the ability to adjust and focus, must possess adequate hand, eye and foot coordination to operate specified equipment in a safe manner under a variety of conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Moderate exposure to outside inclement weather conditions characterized by cold, snow, wind and rain. Occasionally exposed to moving mechanical parts. May be exposed to fumes, airborne particles, gases and toxic or caustic chemicals. The noise level is moderate to high for specific situations.

REPORTING RELATIONSHIPS:

This position reports to the Mayor for day-to-day operations and to the City Council for matters of policy.

Revised: July 2020