



## Utilities Operations Superintendent Operations Department

### Full-Time/Exempt

Career Range: \$3,309.23-\$5,316.58 per pay period

Fort Collins – Loveland Water District

Revision Date: May 2022

Approved by General Manager:

Approved by Human Resources:

---

#### **General Purpose:**

The Utilities Operations Superintendent position is part of the executive management team, working closely with the General Manager and the other department managers to maintain, champion and support Fort Collins – Loveland Water District's (FCLWD's) Mission, Vision, Values and positive culture. This position will provide leadership, support, and guidance to all the Operations Department employees as well as others throughout the organization. This position is responsible for managing, planning, directing, coordinating, supervising, ensuring and supporting optimal administration of all assigned water distribution, office and utility facilities, fleet and maintenance operations. This position reports to the General Manager and will oversee and support all personnel within this department.

#### **Essential Functions:**

- Maintains Distribution Operator Licensure equal to the District's system classification level, currently D3 to serve as ORC (Operator in Responsible Charge) for the water utility.
- Ensures compliance with all applicable State and Federal regulations and reporting requirements.
- Responsible for operating and maintaining Water Distribution systems including valves, hydrants, pressure pipes, PRVs, and other mechanical and or electrical facilities.
- Works closely with support staff to provide uninterrupted utility services throughout Service Areas. Communicates courteously and timely to ensure effective teamwork. Proactively resolves issues and interrelated system challenges in a timely manner. Responsible for long-term planning for future District water infrastructure operations including implementation of operational facility maintenance and replacement and tracking costs and trends within operations.
- Supports and monitors ten (10) year, five (5) year, and current year Operations and Maintenance (O&M) budgets for the Operations Department.
- Utilizes Geographic Information Systems (GIS) for asset management, work order generation and system operation.
- Responds to questions and requests for information from existing and potential utility customers and suppliers.
- Develops a healthy working environment with a focus on professional development of Operations staff, a robust safety culture, and well-run emergency On Call system for 24/365 (twenty-four hours a day/ three-hundred and sixty-five days a year) coverage of emergencies.
- Develops Operations staff professionally by supervising, training, goalsetting, performing evaluations, and investing in their careers.
- Responsible for staff oversight.
- Collaborates with District Engineer and Finance Director on various water, financial, operational, and technical activities including development review and GIS system implementation.
- Provides input to design work for major and minor construction projects as required.
- Utilizes Supervisory Control and Data Acquisition (SCADA) to monitor and respond to changes in the infrastructure systems. Coordinates system setpoint changes with on-call staff and maintenance personnel.
- Leads emergency management efforts.
- Responds to customer complaints related to system operations.

- Interacts with district staff to coordinate operations and staff functions.
- Establishes and maintains collaborative relationships with other utility providers and professionals.
- Other duties as required and necessary to ensure the success of the organization.

**Supervisory duties:**

- Directly manages Operations staff in operations in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning and directing work including goal and direction setting, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

**Economic responsibility:**

- Manages the Districts' funds in an accountable and business-like manner, ensuring that costs are consistently reviewed and contained, including ensuring all tools, equipment, clothing allowances, transportation reimbursements and travel costs are maintained and within District guidelines.
- Manages staff time, including on call, overtime, and compensatory time in an economically efficient manner.

**Knowledge, skills and abilities:**

- Ability to consistently promote, support, work, and act with an expectation of agency in a manner in support of the District's mission, vision and values.
- Thorough understanding of the construction and operations of water and wastewater systems.
- Knowledge and experience in regulatory compliance for water distribution, basic water treatment, budgeting, administration, and construction management of water utility infrastructure.
- Ability to use computer software packages including Outlook, Excel, Word, asset management, ArcGIS, Computerized Maintenance and Management System (CMMS), and SCADA programs.
- Ability to interact positively with a wide variety of people.
- Ability to independently solve complex problems, make good financial decisions, provide accurate and error-free work under pressure and meet reasonable deadlines.
- Superior written and oral communication skills.
- Ability to conduct themselves in a responsible and professional manner at all times.
- Knowledge of hand and power tool operations with a safety conscious attitude.
- Ability to perform tasks unsupervised throughout an eight (8) hour day.

**Additional Requirements/Licenses/Certifications:**

- Must have reliable transportation.
- A valid driver's license.
- Current Colorado Distribution Level 3 or higher Operator Certifications.

**Materials, software and equipment directly used:**

- Telephone, smart phone, pager, 2-way radio, personal computing equipment, pickup truck, printer, calculator, diagnostic equipment, pneumatic tools, forklift, heavy equipment.
- Microsoft Office software.

**Physical Activities:**

*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.*

- While performing the duties of this job, the employee is regularly required to talk or hear. May involve climbing ladders, stairs, steps and traversing catwalk grating, pushing, pulling, bending, stooping and kneeling on a frequent basis and working in confined space and manual dexterity required to complete work tasks through safe and proper operation of power and hand tools, and motor vehicles.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Heavy physical activity required by moving and positioning objects up to 70 pounds occasionally and/or up to 20 pounds frequently
- Moving, positioning and carrying loads of up to 5 pounds upstairs and loading on four-foot high surfaces frequently.

**Education and Experience:**

- A minimum of ten (10) years of experience in the water distribution and/or wastewater collection system/construction/operations/maintenance field with at least two (2) years of supervisory experience is required.
- Alternately, a bachelor's degree in Civil Engineering, Sanitary Engineering, Water Resource Engineering or closely related field with minimum of four (4) years of related industry experience is required.
- Completion of Occupational Safety and Health Administration (OSHA) Safety training including, traffic, confined space, trench safety, lockout/tagout is required within 30 days of hire.
- Excavation Equipment Experience is preferred.
- Prior Military Experience may also be considered as applicable.
- An equivalent combination of education and experience may be substituted on a year for year basis.

**Working environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Work may be performed in field, and office environment during all types of temperatures, weather conditions and all times of day or night while being exposed to excessive noise from machines. Snowy, wet and muddy conditions will exist. Work may be done in confined or cramped spaces.
- Regular and long-term exposure to work areas containing toxic/caustic/hazardous/volatile chemicals; extreme conditions such as hot/cold; sharp hazards; dust/fumes/gasses; electrical shock; moving mechanical parts; high pitched and/or constant loud noise; sometimes long-term contact with bacteria and odorous, infectious/obnoxious material
- Work may involve assisting with sampling, calibration of equipment and process instruments calibration / maintenance often in difficult areas.

- Ability to use gas monitoring equipment, safety tripod and harness and any other required safety equipment for entering both high and low hazard confined spaces for either plant.
- Personal Protective Equipment (PPE) required including cold weather gear, eye protection, gloves, and provided uniform.
- A clean and safety-conscientious environment required while employed
- Work may involve long hours and overtime during holidays, weekends, and evenings.
- Will be required to carry a cell phone and is subject to call-back (On Call) work and incumbent must be able to respond to District Administration Office within thirty (30) minutes of an emergency situation upon short notice.
- May be required to participate in on-call rotation responsibilities.

*Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.*

---

I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

---

Printed Name

---

Date

---

Signature