

## City of Forks

**JOB: Water Superintendent**

**Status: Full Time**

**Salary Range: 6A-6F**

### **ESSENTIAL DUTIES:**

Under the direction of the Public Works Director, the Water Superintendent supervises and performs the daily activities of the Water Department. Daily activities include but are not limited to; recording the daily amount of water pumped, performing daily water tests, maintaining hypochlorite system collecting all required monthly and annual water samples for testing, locating underground city utilities, creating and documenting as-builts for all city utilities, creating estimates and work orders for utility services, ordering parts for installs and inventory, tracking and Documenting water loss, training new employees, using the city's standard specifications to design and install services, hydrants, and water main extensions, assisting with water meter reading, identifying and fixing water leaks.

### **OTHER DUTIES:**

Responsible for the operation and light maintenance of small engines which include lawn mowers, weed eaters, blowers, generators, and power saws. Operate heavy equipment to include lawn mowers, snowplows, dump trucks, sweepers, tractors, and backhoes. Responsible for other similar duties as assigned. Assist other public utilities like the sewer and street department. Must be available to participate in a weekend rotating roster and carry an on-call phone for rotating weeks. Assisting with downloads and upgrades associated with sensus water billing and tracking software.

### **KNOWLEDGE AND ABILITIES:**

- Use of equipment and tools
- Maintain safe working conditions
- General maintenance knowledge
- General grounds maintenance knowledge
- Able to supervise other employees
- Plan and organize work

- Electrical wiring and troubleshooting
- Microsoft Word/Excel
- Meet schedules and timelines
- Able to assign work
- Customer/Public relations

**PREFERRED/DESIRED QUALIFICATIONS:**

- Water Distribution Manager 2
- Pump and generator experience
- Electrical experience
- Supervisory/Leadership skills
- CDL Class A
- Flagger's card

**EDUCATION AND MINIMUM QUALIFICATIONS:**

- Water Distribution manager 2 certification
- High School Diploma or GED
- Valid unrestricted Washington State Driver's License
- General maintenance experience

**WORKING CONDITIONS:**

- Be able to work in secured locations to include the City of Forks Police Department Corrections Facility, and with inmates both inside and out of said facility.
- Able to perform the duties of this position outdoors in all terrain and all weather conditions, with or without reasonable accommodations.

**PHYSICAL DEMANDS:**

The physical demands here are the minimum and are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Able to bend, twist, walk and/or climb
- Lift up to 50 pounds
- Stand for extended periods of time

- Able to handle the driving of mechanical equipment for long durations