

City of Sullivan Job Description

Water and Sewer Commissioner

General Purpose of Position

Manages the water, sewer, and wastewater treatment plant systems for the City of Sullivan

Major Duties and Responsibilities

Supervises all employees in Water and Sewer Department

- Performs hiring, firing, and disciplinary actions for employees
- Interviews potential employees and makes recommendations to City Council
- Ensures employees have current license
- Maintains personnel file for each employee
- Maintains accident reports
- Provides daily instruction to lead foreman
- Alerts appropriate individuals to emergencies
- Ensures various reports are completed and samples are taken
- Maintains a daily well log
- Addresses complaints or concerns
- Ensures state regulatory guidelines are being followed

Maintains inventory for sewer and water

- Performs physical counts of inventory
- Estimates future usage of inventory supplies
- Purchases supplies and equipment as needed
- Assures that ordered materials are received

Develops and manages the departmental budget

- Estimates annual personnel costs for wages and training
- Estimates costs of new equipment, tools, and supplies
- Estimates repair cost of equipment and vehicles
- Meets with City Administrator to review budget and develops final draft to be submitted

Performs administrative duties

- Files all paperwork pertaining to Water and Sewer Department
- Writes purchase orders and orders materials
- Answers multi-line telephone
- Maintains daily work log for employees
- Produces various reports as required

Performs duties of other departmental employees as needed

Performs other duties as directed

Job Context

Status	Full-time
FLSA status	Exempt
Department	Water and Sewer Department
Immediate Supervisor(s)	City Administrator
Frequency of supervision	Weekly, for reporting purposes
Number of supervised employees	Up to 7
Number of employees overseen or directed	Up to 7
Type of work schedule	Regular hours, year round
Frequency of overtime	Frequently
Frequency of night work	Occasionally
Shift position	Not applicable
On call status	Always on call
Percentage of work indoors	30%
Percentage of work outdoors	70%, in all types of weather conditions
Types of accountabilities	Fiscal, Budgetary, Safety, Legal, Personnel
Exposure to chemicals/hazardous materials	Occasionally
Applicable chemicals/hazardous materials*	Chlorine, gas, fluoride, sewer management chemicals, natural gas
Average stress level of this position	Moderately high
Physical work associated with this position**	Sitting for long periods, lifting, climbing, standing for long periods, bending, crouching, kneeling, stooping

* Exposure to chemicals/hazardous materials may not be limited to this list.

** These are the most common types of physical work associated with this position; however, this list is not considered exhaustive.

Licenses and Certifications

The person in this position is required to have a valid commercial driver's license, a water and wastewater license, and a distribution license.

Education and Experience

The person in this position is required to have a high school diploma or equivalent. Five years of experience in water and wastewater treatment is strongly recommended; eight years is preferred.

Knowledge, Skills, and Abilities

Knowledge

- Employees capabilities
- Basic engineering principles
- Federal and state regulations and laws governing water and sewer systems
- Budget management
- Personnel management
- General office and filing practices and procedures
- Operation of potable water and wastewater treatment systems
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including work processing
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Diagnose problems within the water and sewer systems
- Apply appropriate solutions to problems
- Accurately locate buried water and sewer lines
- Operate equipment properly
- Maintain equipment and vehicles
- Examine equipment and determine what is causing a problem
- Maintain lift stations
- Possess strong oral and written communication skills
- Complete all required paperwork
- Prioritize daily work flow
- Work effectively and courteously with associates, development community, and the general public

- Work as a team member with other employees
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and city policies and procedures