

# City of Sand Point Job Description

<b>Job Title:</b>	<b>Water &amp; Wastewater Supervisor</b>	<b>Supervised by:</b>	<b>Public Works Director</b>
<b>Supervises:</b>	<b>Water &amp; Wastewater Treatment Operator</b>		
<b>Range:</b>	<b>21</b>	<b>Updated:</b>	<b>01/01/15</b>
<b>Salary:</b>	<b>DOE</b>	<b>Approved:</b>	_____ <b>Mayor</b>

## General Position Summary and Responsibilities

Under the direction of the Public Works Director, the Water/Sewer Supervisor assumes full responsibility and authority of the city-owned water and wastewater systems - this includes the planning, coordinating and implementation of all activities of the water and wastewater programs and infrastructure. In addition, this position has primary responsibility for all repair and maintenance needs of the city water and wastewater infrastructure. Salary DOE, includes all benefits available to other City employees.

## Essential Duties and Responsibilities

1. Oversees the required testing to ensure safe drinking water for the community.
2. Insures the proper backwash of filters and insures maintenance of other related equipment in the water and wastewater plant as required.
3. Maintains logs, reports and records of the water and wastewater treatment operations.
4. Assists and oversees that pipes, lines, pumps, filters, hypochlorinators, meters and other related equipment associated with the operations of the water and wastewater treatment facilities are in accurate operable condition.
5. Insures the submission of required water samples to a test laboratory as required by the Department of Environmental Conservation (DEC).
6. Is knowledgeable of and adheres to the Occupational Safety and Health Agency (OSHA) regulations, practices and procedures as they pertain to water and wastewater operations.

7. Assists in the public education on water consumption (excessive) and related water and wastewater issues.
8. Assist in the development and training of subordinate staff including operator training equipment maintenance, etc.
9. Assist with developing departmental plans, goals and objectives.
10. Evaluate subordinates performance and administer discipline per City policy.
11. Assists the Public Works Department as required.
12. Work independently when appropriate and/or required to do so.
13. Respond to routine and/or emergency calls for assistance from the Mayor, City Administrator, Public Works Director, citizens and others.
14. Establish and maintain cooperative and effective working relationships with other employees, external agencies, and the public.
15. Performs other duties as assigned by the Mayor, City Administrator or Public Works Director.

#### **Knowledge, Skills and Qualifications**

1. High school diploma or equivalent.
2. Five years experience in the water and wastewater field with appropriate certifications required by DEC.
3. Mathematical ability to perform required testing.
4. Knowledge of pumps and meters.
5. Valid Alaska Drivers License and good driving record.
6. Oral and written communications skills.
7. Interpersonal skills using tact, patience and courtesy

#### **Preferred**

1. First aide and CPR training w/certification

If interested please contact the City Clerk for an application at 907.383.2696, or [sptcity@arctic.net](mailto:sptcity@arctic.net).