TOWN OF CORTLAND

JOB TITLE: ~~**Superintendent, Water/Wastewater Department**~~
Director of Water and Wastewater

JOB DESCRIPTION APPROVED: 3/24/03 REVISED: 5/10/04, 8/27/07, 10/27/08

JOB LEVEL:
- ☒ I (Full-Time, 36-40 Hours Per Week, Full Benefits)
- ☐ II (Part-Time, Minimum of 1000 Hours Per Year, Maximum of 35 Hours Per Week, Limited Benefits)
- ☐ III (Part-Time, Maximum of 80 Hours Per Month <u>or</u> 1000 Hours Per Year, No Benefits)

OVERTIME ELIGIBILITY:
- ☐ Exempt
- ☒ Eligible (Non-Exempt)
- ☐ Not Eligible

SALARY TYPE:
- ☒ Water/Wastewater:
  - ☒ Supervisory
  - ☐ Non-Supervisory

QUALIFICATIONS: Requires a high school diploma or G.E.D. Extensive experience with water resources management including knowledge of the operations, maintenance, and water quality standards required for the production and protection of a potable water supply. Experience with construction operations. Knowledge of State and Federal mandates affecting local municipalities. Ability to make complex decisions in accordance with laws, ordinances, regulations, established policies and procedures. Ability to exercise good judgment and initiative. Ability to understand and follow complex oral and written instructions and present ideas orally and in writing. Ability to motivate and supervise staff members. Ability to work without supervision. Ability to operate all equipment necessary to maintain water/wastewater system. Knowledge of data/word processing applications and ability to work with SCADA. Certified as a public water supply and wastewater operator in the State of Illinois to the standard currently required for operation of the Town of Cortland water/wastewater system. Must have valid Illinois driver's license. Must be able to use a shovel and other hand or power tools (general labor), climb and descend a ladder, and lift up to 75 pounds. Mechanical ability is helpful.

DUTIES/RESPONSIBILITIES: Including but not limited to:

A. Testing and sampling from wells and residences on a daily basis, minimum of five days per week.
B. Check and maintain proper chemical solutions in volume as well as content and insure safe storage and handling of chemicals
C. Prepare all water/sewer reports for EPA as required by EPA utilizing the SCADA system.
D. Order testing supplies and chemicals.
E. Send bacterial and fluoride samples to State lab twelve times a year and other samples as required. Evaluate results and take appropriate action if needed.

(Continued)

F. Read and install water meters as needed.
G. Repair water service breaks up to curb boxes only.
H. Repair water main breaks.
I. Flush fire hydrants twice a year.
J. Maintain working condition of all fire hydrants.
K. Complete water/sewer inspections on new construction. Complete field inspection form, file with building permit folder.
L. Arrange for calibration and cleaning of all well and lift station metering devices on a yearly basis.
M. Maintain clean well house and lift station buildings.
N. Complete daily JULIE locates.
O. Oversee operations of wastewater treatment plant.
P. Perform jetting of all sewer lines as needed.
Q. Clean lift station wet wells as needed.
R. Follow guidelines set forth in the lift station maintenance manual.
S. Exercise water valves on a yearly basis.
T. Provide recommendations regarding purchases of all supplies and material for budget requests.
U. Assign tasks to employees performing the duties of the Water/Wastewater Department, supervise as needed, participate in staff reviews of same, and recommend salary/wage adjustments as appropriate. Inform employees of Town and Department policies and administer/enforce same as needed.
V. Ensure that all work is performed in a safe manner following OSHA requirements and Town safety procedures.
W. Schedule 24-hour-a-day personnel coverage for on-call emergencies within the water/wastewater department. Work may be required on weekends and at odd hours.
X. Maintain current manual of operating procedures for the Water/Wastewater Department.
Y. Attend monthly Town Board business meeting and report on monthly activities.

REPORTS: Daily and weekly reports to Administrator (Mayor) of all incidents, monthly written reports of all pumpage activities. State, federal and DSD water/wastewater quality reports. Any other reports requested by the Administrator (Mayor).

AUTHORITY FOR JOB: Hired by the Administrator (Mayor).

IMMEDIATE SUPERVISOR: Administrator (Mayor).

WHOM DO YOU SUPERVISE: Employees hired to accomplish these goals in the operations of the water/wastewater department.

Employee Acknowledges Receipt Of and Agreement With This Job Description:

_____ _____
Employee's Signature Date

_____ _____

Supervisor's Signature Date

PLEASE SUBMIT COPIES OF REQUIRED LICENSES AND PERMITS WITH THIS REPORT.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.
\w-jobs\jd-SuptWW.doc