



DEPARTMENT OF

WATER WORKS

Utilities Superintendent

Salary: \$80,161

Type: Full Time

Benefits: Full Benefits

Closing Date: Open Until Filled

About Water Works

The Department of Water Works is responsible for the City water and wastewater systems and treatment facilities. The Department has two Divisions, Water and Wastewater, with a total staff of 50 professionals. The Department is responsible for the treatment and delivery of potable water to City homes and businesses, storage of water and maintenance of a network of piping, valves, and hydrants for fire protection, collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

Profile

Directs, plans, coordinates, oversees, evaluates, and documents the operation of the public water distribution system, wastewater collection system, and stormwater system. Management of City water metering program, sewer cleaning, and water system flushing. Department responsible for valve replacement, main and service line replacements, root control treatment, closed circuit television, and internal point repairs and lining.

Preferred Education

High School Diploma

Preferred Experience

Budget and capital improvement planning, personnel management, regulatory compliance and documentation experience.
Three years administration experience.
Four years field experience.

Requirements/Certifications

Maryland Distribution 1 Operators Certification.
Maryland Collection 2 Operator Certification.
Ability to obtain Maryland Superintendents Certification within one year.
Valid Driver's License.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

the capital of the **eastern shore**

City of Salisbury, MD

Classification Description

Classification Title: Utilities Superintendent

Grade: M9

Department: Water Works – Utilities

FLSA Status: NE

Date: 10/11/2023

Position Profile: The Utilities Superintendent directs, coordinates, oversees and evaluates the operations of the public water distribution, wastewater collection system plus the public storm water system. Directly responsible for the employees assigned to the Utilities Division.

Duties and Responsibilities

Administrative Planning/Task Completion: Holds self-accountable for assigned responsibilities; sees task through to completion in a timely manner.

- Knowledge of City of Salisbury's policies and procedures.
- Accurately read and interpret safety rules, operating and maintenance instructions and procedure manuals
- Act as a representative of City of Salisbury to the public.
- Effectively and efficiently report and communicate information.
- Effectively and efficiently prepare, organize and track information.
- Effectively plan and implement the division's short- and long-range goals.
- Accurately prepare and maintain reports and records.
- Interprets and provides guidance on new regulatory requirements that impact the City.
- Ensures compliance with all City State and Federal regulatory issues. Reviews, interprets and communicates regulations to staff as they relate to the distribution and collection systems.
- Assists with budget preparation, and monitors expenditures. Provides guidance and oversight for all Utilities Division Administration, including budget preparation, personnel management, evaluation and regulatory documentation.
- Manages city water metering program.
- Management of sewer cleaning and water flushing programs.
- Works closely with City Master Plumbing Inspector to ensure code compliance.
- Prepares a variety of reports and correspondences.

Skills Proficiency/Technical: Skillful in tools, hardware, software, and equipment.

- Knowledge of water distribution, wastewater collections and storm water utilities.
- Knowledge of state and federal environmental rules governing water distribution and wastewater collection.
- Assists with the day-to-day management of the maintenance and repair of utility facilities, equipment and machinery.
- Responsibilities include the maintenance, repair, operations, and expansion, mapping, and testing, of water distribution, sewer collection and storm water system.
- Analyze trends to determine current and future capacity.
- Works with engineers, and project managers regarding water distribution, wastewater collection and storm water projects.
- Develops and implements safety and emergency response programs, and ensures OHSA compliance.
- Develops and implements preventive maintenance programs.

Leadership/Team Player: Maintains working relationships with Supervisors and Department staff.

- Assists with the day-to-day management of the maintenance and repair of utility facilities, equipment and machinery.
- Directs and monitors work of subordinate staff.
- Supervises and trains staff, and makes recommendations for new equipment.
- Effectively motivate and guide employees. and
- Effectively communicate and maintain effective working relationships with other staff members and members of the public.

Stewardship/Resources: Safeguards equipment, supplies, and materials.

- Manages workflow of self during shift operations to ensure effectiveness
- Maintains various reports and documents

Professional Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Continue to attend relevant meetings and trainings.
- Keeps abreast of new processes and equipment by reading articles, directives, operations notes and attending meeting, seminars and workshops.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.

- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Four years of experience in the operation and maintenance of water distribution, wastewater collections and storm water systems.
- Three years of supervision experience.
- Valid Driver's License
- Class B CDL driver's license with tanker and airbrake endorsements
- State of Maryland Water Distribution (D1) Operator
- State of Maryland Wastewater Collection (C2) Operator certificate.
- Obtain State of Maryland Water Distribution (D1) Superintendent certificate and wastewater collection (C2) Superintendent certificate within one year of employment.

Physical Requirements

- Work requires occasional physical effort in the handling of materials up to 40 pounds and/or continual standing or walking 60%+ of the time.
 - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.