

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

JOB TITLE: Water Superintendent

DEPARTMENT: Water, Town of Braselton

JOB SUMMARY: This position is responsible for managing and operating the town water distribution system and supervising all department personnel.

MAJOR DUTIES:

- Manages operation of a water distribution and treatment system; maintains compliance with relevant federal and state laws.
- Supervises department administration activities within the department, including counseling and disciplining employees, training employees, approving leave, recommending terminations, evaluating performance, and participating in the hiring of new personnel.
- Monitors the performance of machinery and equipment used to control the treatment process.
- Oversees the construction, repair, and maintenance of water distribution system.
- Oversees and participates in the installation, repair, and maintenance of water lines, water mains, and water meters; repairs wastewater mains and services when damaged.
- Assigns, reviews, and inspects all work to ensure compliance with town code, state and federal accepted standards, compliance with procedures, and to assess efficiency and effectiveness.
- Performs chlorine residual checks throughout the water system; collects Volatile Organic Chemicals (VOC), lead and copper, nitrate and nitrite, and microbiological samples.
- Monitors the treatment process and makes adjustments as indicated by current conditions.
- Inspects and monitors pumping station operations.
- Supervises and participates in preventive and corrective maintenance on equipment and the lubricating of equipment.
- Supervises and participates in repairing and troubleshooting well pumps, chlorinators, and water tanks.
- Supervises and assists in routine cleaning of equipment and work areas, including the plant building and surrounding grounds.
- Locates water lines to protect from damage.
- Prepares and maintains work activity records.
- Oversees department vehicle maintenance.
- Flushes fire hydrants; paints same as needed.
- Orders chemicals and supplies as necessary.
- Responds to public complaints and questions.
- May remain on call after hours to respond to emergency situations concerning the water treatment plant.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of water distribution systems.
- Knowledge of water treatment practices and procedures.

- Knowledge of water pumping station operations.
- Knowledge of water tank and well system operations.
- Knowledge of state water treatment guidelines and procedures.
- Skill in installing, repairing, and maintaining water lines, and mains.
- Skill in troubleshooting, repairing, and installing water meters.
- Skill in supervising the work of others.
- Skill in conducting standard water treatment tests.
- Skill in the use of basic hand tools and light construction equipment.
- Skill in maintaining accurate records.
- Skill in the maintenance and repair of construction equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Public Works Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and federal laws and regulations dealing with water distribution and treatment, operation and maintenance manuals, standard water testing methods, and town codes. These guidelines require judgement, selection, and interpretation in application.

COMPLEXITY: The work consists of varied duties in operating a water distribution system. The need to maintain the system contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to operate a water distribution and treatment system. Successful performance helps ensure potable drinking water for the community and compliance with state and federal regulations.

PERSONAL CONTACTS: Contacts are typically with co-workers, state water treatment regulatory officials, other laboratory analysts, other town employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools and equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office, outdoors, or in an equipment building. The employee is exposed to dust, dirt, grease, machinery with moving parts, and irritating chemicals. The work may require the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over all water employees, to include but not limited to, Meter Reader, Water Operator, and Water Operator Trainee.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education. Must have high school diploma or GED.
- Sufficient experience to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of at minimum a Georgia Water Operator Class 2 license.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

PAY AND BENEFITS: This is a full-time salaried exempt position with benefits.

HOW TO APPLY: No phone calls will be taken. Application and resume must be sent to:

Nan Edwards, Finance and Human Resources Director
Town of Braselton
P.O. Box 306
Braselton, GA 30517
nedwards@braselton.net

The Town of Braselton is an Equal Opportunity Employer.