**CITY OF NASHUA**

**POSITION DESCRIPTION**

**TITLE:** Water and Wastewater Supervisor

**POSITION DESCRIPTION:** Full Time

**REPORTS TO:** City Council and Mayor

**DEPARTMENTS:** Water, Wastewater, Streets, Parks, Facility Management, and Maintenance**.**

**JOB FUNCTIONS:** Responsible to operate, maintain, and upgrade, as needed, all facets of the city water and waste water systems. Assist with the maintenance of streets, parks, and all city property and also to supervise the other public works employees as they perform these tasks.

**JOB RESPONSIBILITIES:**

Water:

1. Operate and maintain the water treatment and distribution systems according to all applicable laws.
2. Test water for chlorine, iron, nitrates and any other element’s levels as required by permit; maintain records of all testing.
3. Perform necessary functions for the City water system on holidays and weekends on a rotating basis with other qualified public works employees.
4. Exercise valves on a regular schedule. Maintain records of this exercising.
5. Arrange to have the pumps and any equipment in the water system inspected and serviced as needed.
6. Place locate requests with Iowa One Call.
7. Post required notices and shut off water to property as needed.
8. Install or replace water meters and remote reading equipment as needed.
9. Reading manual water meters to capture the monthly meter readings and as needed for those meters that can’t be read remotely.
10. Maintain adequate levels of chemicals for water treatment.
11. Drain water tower for inspection and/or painting as needed; inspect tower (or arrange for such) for scratches or chipped paint.
12. Flush fire hydrants on semi-annual basis and repair or replace as needed.
13. Complete back washing.
14. Locate, repair, and/or replace (or arrange for such) of water mains and service lines as needed.
15. Complete and file all water reports as needed or required.
16. Keep water plant in clean, organized condition.
17. Service and clean water utility equipment, facilities, and vehicles as needed.
18. Maintain water maps and GIS system.
19. Communicate with other Public Works Department and City Clerk’s office to ensure all City of Nashua residents and businesses submit annual backflow prevention device inspection reports. Ensure there is an annual inspection completed on any City of Nashua owned backflow prevention devices. These annual inspection reports will be kept at Nashua City Hall.
20. Attend training sessions to acquire and/or maintain Water Distribution System License II and Water Treatment Certification Grade II through Iowa DNR.
21. Evaluate and plan for future needs, expansions, and improvements of the water system.
22. Give input during design and oversee construction and maintenance projects of the water system.
23. Respond to questions and complaints concerning the water system.
24. Inspect, maintain, and/or repair water curb stops (or arrange for such).
25. Evaluate, maintain, and improve the water sampling plan.
26. Log monthly information on all generators. Ensure their maintenance and repair.
27. Evaluate, maintain, update, and enforce all water permits.

Waste Water:

1. Operate and maintain the Waste Water Treatment Plant and the entire sanitary sewer system.
2. Perform necessary functions for the City waste water system on holidays and weekends on a rotating basis with other qualified public works employees. Ensure the rotating of these responsibilities and the proper shifting of work hours to keep the employee’s work hours over 40 per week to a minimum.
3. Take and submit sewer samples for testing as required by permit. Maintain records of all testing.
4. Inspect lift stations as necessary; check flowchart and record usage.
5. Locate, and arrange for repair and/or replacement of sewer mains and manholes as needed.
6. Exercise valves on a regular schedule. Maintain records of this exercising.
7. Arrange to have the pumps and any equipment in the sanitary sewer system inspected and serviced as needed.
8. Spray weeds when needed.
9. Maintain reed beds.
10. Oversee construction and maintenance of the sanitary sewer system.
11. Maintain sewer maps and GIS system.
12. Attend training sessions to acquire and/or maintain Waste Water Certification Grade III through Iowa DNR.
13. Complete waste water reports as needed or required.
14. Evaluate and plan for future needs, expansions, and improvements of the waste water system.
15. Log monthly information on all generators. Ensure their maintenance and repair.
16. Respond to questions and complaints concerning the waste water system.
17. Establish and maintain and maintenance plan.
18. Evaluate, maintain, update, and enforce all waste water permits.

Streets:

1. Maintain all City signs, signals, paint crosswalks and parking markings.
2. Maintain, clean and repair storm sewers and catch basins as needed.
3. Spray weeds along roadways and City maintained sidewalks when needed.
4. Remove snow, ice and debris from streets and sidewalks as needed.
5. Maintain street maps, GIS information, and coordinate with City staff.
6. Maintain, hang, remove, and store (or arrange for such) pole banners and holiday street decorations

Grounds:

1. Maintain grounds on all City property (empty trash, sweep floors, etc.)
2. Trim and/or remove (or arrange for such) trees on City property as needed.
3. Spray weeds (or arrange for such) when needed.
4. Trim, mow, and rake leaves.
5. Maintain (or arrange for such) all city property structures as needed.
6. Maintain retention basins.
7. Maintain City trails as needed.

Equipment:

1. Operate all City equipment on appropriate applications as needed.
2. Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.
3. Arrange for the rental of equipment as needed.
4. Obtain and maintain the appropriate Commercial Driver’s License (CDL).

Miscellaneous:

1. Supervise water and wastewater public works employees which includes: assign work duties, ensure all city procedures are being followed, receive leave requests, participate in employee evaluations, communicate with the Mayor about any needed disciplinary action, and participate in the discussion regarding pay and benefits, and any other needed tasks to ensure an effective public works workforce.
2. Work closely with the Streets Supervisor in coordinating joint projects and other activities that require multiple staff. The Streets Supervisor is to assume the responsibilities of the Water and Waste Water Supervisor in their absence.
3. Ensure compliance with OSHA and other safety regulations including postings, equipment use, and procedures.
4. Coordinate cross training of all public work employees’ responsibilities to ensure continued operation of all City functions.
5. Keep an accurate time card and submit it with a weekly spreadsheet showing areas of work during the previous week on the first business day of each week to the city clerk’s office. Any combination of hours over 40 hours per week are to be pre-approved by your supervisor, unless it is an emergency situation.
6. Notify your supervisor directly if you find it necessary to leave work early.
7. Notify your supervisor directly if you are unable to be present for work or unexpectedly detained. Upon your return, report directly to your supervisor.
8. Help establish and keep up to date a City emergency response plan and participate in putting the plan into action in case of an emergency.
9. Respond to emergencies and situations that cannot wait for a response during regular business hours to ensure the operation of all City functions or preserve private property. This may involve answering your city cell phone during non-regularly scheduled work hours.
10. Dispose of dead animals and other disposable items as needed from city property.
11. Arrange for locates of underground utilities prior to excavating projects and locate utilities as requested by Iowa One Call.
12. Report to the Chickasaw County Sheriff any vehicles parked illegally on city property.
13. Assist in compiling a listing of properties in violation of city code. (Examples: mowing ordinance, nuisance ordinance, junk car ordinance, or parking ordinance.)
14. Attend City Council meetings as needed to report activities, answer questions, and obtain approval for projects when required.
15. Order parts and supplies for operations, projects, and equipment as needed.
16. Review all City property and equipment with the City Clerk and/or insurance agent to ensure proper coverage.
17. Compile an annual list of projects/task to complete.
18. Compile an annual list of needs for the budget planning process. This list should be completed by November 1st of each year.
19. Be aware of all city policies as listed in the City of Nashua’s Personnel Policy Manual or as may be updated. This manual will be updated as needed. All updates become effective once adopted by the City of Nashua City Council.
20. Keep the city clerk’s office staff informed of any planned absences for maintenance department employees. This is to ensure staff knows who to contact on a daily basis as well as see that any paychecks are issued for missed paydays.
21. All other duties as may be needed or assigned.

**CONTACTS**:

The incumbent in this position makes frequent contact with City Clerk and Deputy City Clerk to exchange and interpret information. Also makes frequent contact with Mayor to exchange and interpret information and persuade to different points of view. Also makes frequent contact with the other public works employees to observe and direct work, exchange and interpret information, and persuade to different points of view. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

**EQUIPMENT USED**:

Snow plow, tractor loader, trucks, street sweeper, mowing equipment, various hand and power tools, shoring and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

**QUALIFICATIONS**:

A. Education – High School Graduate or equivalent required.

B. Driver’s License - Must have a valid Iowa Commercial Driver’s License (CDL) Class B with Air Brakes Endorsement.

C. Certifications – Must have Grade I Water Treatment (Grade II Preferred), Grade I Water Distribution (Grade II Preferred), and Grade I Waste Water Treatment Certification (Grade III Preferred) and be able to maintain current requirements. The Nashua City Council may approve to obtain higher grade certifications. Employment with the city is required for two (2) years following certification or employee will reimburse the City for all education related expenses incurred.

D. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements. Some knowledge and/or training in heavy equipment operation and maintenance preferred.

E. Experience – Experience operating municipal water and waste water systems required. Some experience in heavy equipment, grounds maintenance, or related areas preferred.

F. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with City Council and citizens and manage numerous maintenance related projects in the City; should have broad knowledge of City operations from maintenance perspective.

G. Physical Requirements – Must be able to lift objects weighing in excess of 90 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.

H. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen’s expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

**PAY RATE**

Pay range is $50,000 - $80,000 commensurate with work experience and certification levels for water distribution, water treatment and wastewater treatment certifications.

**DISCLAIMER**

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.