



## COUNTY OF NYE

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### **CLASS TITLE: Utilities Superintendent**

#### **BASIC FUNCTION:**

Under the general direction of the Public Works Director is responsible for the overall budget, management and operation of the public water systems, construction, operation, and maintenance.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned related duties which are not listed below.

1. Responsible for planning, organizing, monitoring, and overseeing the construction and maintenance of all water services, and for ensuring the system's facilities are maintained, operational, and in compliance with established specifications and laws.
2. Responsible for the proper testing and operation of all water treatment and distribution systems.
3. Determines the need for repair and maintenance of existing water facilities and equipment; determines when purchase of new equipment or construction of new facilities is indicated; consults with engineers and other resources as required.
4. Ensures the timely completion of scheduled projects according to applicable codes and specifications; determines and implements modifications in specifications where appropriate; researches and develops specifications for material and equipment used in water operations.
5. Responsible for the appropriate care and maintenance of all county owned or controlled water facilities; develops procedures for and maintains records and inventory of materials and supplies; implements loss control measures.
6. Develops budget forecasts for the amount of funds needed for materials, supplies, equipment, and staffing for the water system operations; monitors and approves expenditures; recommends remedial action to adjust budgetary expenditures when expenditures are over budget estimates or when unforeseen circumstances or budgetary cuts are imposed.
7. Supervises water department staff; determines staffing needs; hires, trains, schedules, evaluates, and implements disciplinary action, if appropriate, to assigned staff.

8. Makes periodic reports of planned and ongoing activities, long- and short-term goals, and impediments to the achievement of such goals to the Public Works Director.
9. Performs, instructs, and oversees staff in the more complex and difficult tasks encountered with water projects and activities including, but not limited to, the operation of specialized tools and heavy equipment.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or general work experience. College course work is required, while a college diploma is desirable but not required. Ten years experience in the water field is required, five of which need to be in a supervisory position.

**Knowledge, Skills & Abilities:**

Knowledge of methods, materials, tools, equipment, practices, and procedures used in construction and maintenance of water treatment and distribution facilities and operations. Proper operation of equipment and vehicles used in water treatment operations. Measuring techniques and arithmetic calculations. Supervisory techniques and practices. Budget preparation and administration. Laws and regulations pertaining to water treatment and distribution. Ability to perform and/or oversee a variety of unskilled, semi-skilled, and skilled manual maintenance and construction tasks for extended periods of time. Personally operate or oversee others in the operation of a variety of equipment and tools related to water operation and projects. Diagnose and correct malfunctions found in the counties water systems. Understand and apply applicable Federal and State law. Calculate realistic cost estimates for water system projects.

**LICENSES:**

Valid Nevada driver's license; Nevada Water Systems Operator Level III and a Nevada Distribution System Operator Level III certificate. OSHA 30 hour safety certificate.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Water Distribution Technician / Airport Maintenance, temporary workers & subordinate staff as assigned

**CONTACTS:**

Co-workers, other department personnel, public and vendors.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Position requires some manual labor with infrequent lifting of objects in excess of 25 pounds and occasional lifting or moving of objects weighing 50 pounds or more; involves bending, twisting, squatting, and reaching overhead. Strength and stamina required to stand or walk for extended periods of time and to travel over rough roads. Dexterity, coordination and vision to use keyboard and video display terminal; vision to read maps and reports. Occasionally works in tight spaces.

**WORKING CONDITIONS:**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer. Work is performed in the office and in the field with exposure to traffic, various weather conditions, and hazardous conditions such as confined space entry, heights, long hours in emergency situations and handling dangerous chemicals such as chlorine, calcium, hypochlorite, sodium thiosulfate, trisodium phosphate and others as needed for water systems and or distribution use. Travel is required.