



JOB OPENING NOTICE

Position Title: Water Distribution/Wastewater Collection Assistant Superintendent

Department: Utilities

POSITION SUMMARY

Under the supervision of the Water Distribution/Waste Water Collection Superintendent, the Water Distribution/Waste Water Collection Assistant Superintendent performs supervisory and manual labor in maintaining water and sewer lines for the City of Ottawa. Responsibilities include installing new water and sewer service, repairing sewer lines, and manholes. This employee is responsible for the operation of heavy equipment used in the performance of assigned tasks. Duties are carried out with little supervision following established policies and procedures. The Water Distribution/Waste Water Collection Assistant Superintendent will assume the supervisory responsibilities of the superintendent in his/her absence.

How to Apply: Complete On-Line Application at www.HRePartners.com. Equal Opportunity Employer (EOE).

Salary Range: \$38,126 to \$53,373 annually depending on qualifications

Date Opened: Tuesday, May 11, 2010

Date Closed: Open until filled

Hours: 7 a.m. to 4:00 p.m., Monday – Friday. Some overtime may be needed.

Additional Information:

Applicant must comply with residency requirement within one year of employment. High School Diploma or GED required. Requires possession of a valid Kansas Commercial Driver's License (CDL Class B with air brakes and tanker endorsements). Must be insurable by the City's insurance carrier.

Knowledge of water and sewer construction materials, measurements, and equipment maintenance is required. The ability to read blueprints and operate related equipment as detailed in the Essential Duties and Responsibilities Section is required. Must have knowledge of the operation and maintenance of televised sewer inspection systems and other inspection methods. Knowledge of how to lay sewer and water lines and a working knowledge of all aspects of position is required. The ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public, and use good professional judgment, honesty, and integrity in decision-making is required.

CITY OF OTTAWA, KANSAS -- JOB DESCRIPTION

Water Distribution/Waste Water Collection Assistant Superintendent

Department: Utilities
Reports To: Water Distribution/Waste Water Collection Superintendent
FLSA Status: Non-Exempt (eligible for overtime pay)
Salary Grade: G21
Retirement: KPERS
OSHA: Trenching Excavation
Confined Space Entry
DOT: Substance Abuse & Alcohol Misuse Policy for Commercial Drivers License Holder
Last Update: June 2009

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ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates various equipment such as backhoe, trencher, tamper, jackhammer, cut-off saw, trucks and augers.
- Climbs ladders to access sewer or water lines in ditches and climbs in and out of sewer manholes for inspection/repair purposes.
- Walks rough terrain to repair water/sewer mains.
- Communicates verbally with general public in responding to problems and over radio with other crew members.
- Reads and understands blueprints.
- Supervises crews to complete the assigned tasks.
- Keeps paperwork up to date and reports regularly to Superintendent.
- Assumes supervisory responsibilities of the Superintendent in his/her absence.
- Lifts heavy objects as necessary in the performance of assigned duties.
- Installs new water lines.
- Repairs hydrants and replaces water valves.
- Makes taps for new and existing house water service lines.
- Replaces water meters.
- Operates equipment necessary to complete repairs and construction.
- Makes repairs on broken water mains.
- Uses HTH to disinfect new water lines.
- Keeps equipment in good operating condition.
- Performs any assignment that relates to water and sewer.
- Repairs sewer manholes and lines.
- Conducts new construction inspection.

MARGINAL FUNCTIONS

- Obeys and complies with all City ordinances and policies.
- Assists other Departments and performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS

Experience: More than three years of water distribution, sewer collection system maintenance and construction experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: High school diploma or GED required.

License/Certification: Requires possession of a valid Kansas Commercial Driver's License (CDL). Must be insurable by the City's insurance carrier.

Knowledge, Skills and Abilities: Knowledge of water and sewer construction materials, measurements, and equipment maintenance is required. The ability to read blueprints and operate related equipment as detailed in the Essential Duties and Responsibilities Section is required. Must have knowledge of the operation and maintenance of televised sewer inspection systems and other inspection methods. Knowledge of how to lay sewer and water lines and a working knowledge of all aspects of position is required. The ability to work courteously and establish successful working relationships with entities, employees, City officials, businesses and the public, and use good professional judgment, honesty, and integrity in decision-making is required.

Problem Solving: Problem solving is a factor in this position. Problems include determining defective castings, digging in the wrong area, and handling citizen concerns and complaints.

Decision Making: Limited decision making exists in this position. Decisions include determining priorities, selecting proper pipe sizes, and locations for installation of pipes, sewer lines, meters, etc.

Supervision: Limited supervision is provided and job related decisions are occasionally reviewed by the Superintendent. Employee has supervisory responsibility over subordinate personnel in the absence of the Superintendent. Employee plans, implements, and coordinates safety programs to prevent or correct unsafe working conditions.

Financial Accountability: Employee does not have budgetary control of the divisions and does not participate in the annual departmental budget process.

Personal Relations: Frequent contact with other City Departments and with the general public.

Working Conditions: Adverse weather conditions and exposure to sewer gases when working underground are factors in this position.

Special Conditions: Employee must have a personal phone and make their phone number available so they may be contacted when necessary.

Physical Requirements: This position operates primarily in the field. Requires physical ability to get into confined spaces and to lift 100 pounds. Requires ability to operate motorized vehicle. Requires mobility, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.

Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the City's needs and requirements of the job change. The State of Kansas and City of Ottawa are at-will employment jurisdictions. The City is an equal opportunity employer. Applicants/employees with a disability as defined in the Americans with Disabilities Act may request accommodation to perform the position's functions. Requests should be directed to the Director of Human Resources.