



Water Superintendent

Job Code	20000024	Job Family	Manager/1st Level leader	Leader	
Department	Water Operations & Maint	Reports to	AGM Water Utility	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2060		
Last Updated	8/29/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Responsible for the safe and efficient operation, maintenance, and related construction activities of the District's water systems. Ensures that adequate personnel are available to provide 24-hour standby coverage of water system operations and maintenance. Serves as the designated Certified Operator in Responsible Charge and performs or manages the daily operational and maintenance activities for all of the District's Water Systems in accordance with chapter 246-292 WAC, chapter 246-290 WAC, and according to acceptable public health practices and water industry standards. A responsible leadership and supervisory position managing and overseeing the operation and maintenance of the District's water systems and ensuring safe and reliable drinking water to the customers of the District.

Accountabilities

Accountability #1

Deliver exceptional value focused on clearly defined priorities and tradeoffs by ensuring staff clearly understand the expectations regarding safety rules, applicable District Directives, their work priorities, assignments, and procedures that need to be followed for the effective flow of work. Responsible for delegating decision making and similar responsibilities.

Accountability #2

Deliver exceptional value focused on clearly defined priorities and tradeoffs by planning and establishing work priorities, schedules, and clear and fair work assignments for the Operations and Maintenance staff. Responsible for working cooperatively with other departments to maintain coordinated work efforts; evaluates staffing needs and makes recommendations to the AGM of the Water Utility for increases and/or decreases in staffing levels or the need for contractual assistance. Conducts interviews and makes staff selections to meet strategic plans and critical goals.

Accountability #3

Achieve the highest level of employee and community trust in how the District manages water safety as the certified operator for the District's water systems, by managing the water system's daily operational and maintenance activities according to acceptable public health practices and water industry standards. In addition, reviews and approves all chemical dosage changes, approves all monthly water quality reports sent to the State, serves as the primary point of contact to the State Department of Health, and ensures that the systems are managed and operated in a manner that is in compliance with all State and Federal regulations.

Accountability #4

Achieve the highest level of employee and community trust in how the District manages water safety by the development and ongoing supervision of the maintenance programs to keep the District's water

facilities operating at a high level of performance to ensure safe, reliable drinking water to our customers. Facilities included within those maintenance programs include, but are not limited to, treatment plants, fire hydrants, water mains, valves, water services, pump stations, wells, and reservoirs.

Accountability #5

Deliver excellent customer experiences that reflect friendly, positive interactions by effectively leading the activities of operational staff to ensure rapid and efficient responses to water customer concerns and questions regarding the operation of the water systems and quality of water delivered.

Accountability #6

Achieve the highest level of employee and community trust in how the District manages water safety by overseeing water quality testing, reporting, and record keeping to ensure compliance with State and Federal requirements. Leads or assists in the preparation of the annual Consumer Confidence Reports for each of the water systems.

Accountability #7

Maintain the public's confidence in the quality of the operations, maintenance and construction of the District's water systems by ensuring that the Operations and Maintenance staff have the necessary training tools, materials, and equipment needed to perform their job in the most effective and efficient manner possible.

Accountability #8

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being open to receiving feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

Accountability #9

Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing budget/s, identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Engineering or related field, AND

Two (2) years progressively more responsible work experience in water system operations, maintenance, engineering or construction;

OR

Six (6) years of progressively more responsible work experience in water system operations, maintenance, engineering or construction.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Position is responsible for performing the Washington State required role of Certified Operator for all of the District's water systems. This requirement and the associated certification levels are based on experience in the field and successful passing of State mandated tests that show competency in math, water quality, chemical feed systems, basic system hydraulics, and water system management.

Preferred License(s) and/or Certification(s):

Commercial Driver's License (CDL) Class A

Washington State Flagger Certification Card

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Water utility operation, maintenance and construction standards, practices, procedures, techniques, and materials, including basic hydraulics.
Federal, state and local standards for public water systems.
Mathematics, physics, chemistry, interpreting engineering drawings, and surveying as applicable to water system operations, maintenance and construction.
Water utility rate structures and billing.
District policies, directives, procedures and Collective Bargaining Agreement.
Teamwork processes and team leadership.
Organizational systems and business processes.
Budgeting processes, finance and procurement cost management.
Project management.
Management/leadership theories and practices and change leadership.
Training theory and practice.
Communicate and work effectively with all levels of the organization, the public, and government agencies.
Use independent and discretionary judgement.
Make and carry out effective business decisions.
Identify and work with others to remove barriers to change.
Manage confidential information.
Manage and coordinate/schedule many projects and shifting priorities.
Coordinate the activities of contractors and consultants.
Supervise, coach and provide positive direction to staff.
Learn, interpret and apply District Directives, policies and procedures.
Analyze situations and develop effective solutions.

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

Adaptability

Aligning Performance for Success
 Building Customer Relationships
 Building Talent
 Coaching
 Communication
 Continuous Improvement
 Continuous Learning
 Courage
 Creating a Culture of Trust
 Creating an Inclusive Environment
 Customer Focus
 Delegation and Empowerment
 Driving for Results
 Driving Innovation
 Emotional Intelligence Essentials
 Empowering Decision Making
 Execution
 Guiding Team Success
 Initiating Action
 Inspiring Others
 Leveraging Feedback
 Positive Approach
 Professional Knowledge and Aptitude
 Selecting Talent
 Stress Tolerance
 Technology Savvy

Physical Demands

Physical Demands List

Frequency

Sit	Occasional (11-33%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Occasional (11-33%)
Work on ladders	Seldom (1-10%)
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Occasional (11-33%)
Bend/Stoop	Occasional (11-33%)
Squat/Kneel	Occasional (11-33%)
Crawl	Seldom (1-10%)

Reach	Occasional (11-33%)
Work above shoulders (note specific activity in open text box below)	Occasional (11-33%)
Use Keyboard /mouse	Frequent (34-66%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Frequent (34-66%)
Operate foot controls	Occasional (11-33%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Frequent (34-66%)
Use distance vision	Occasional (11-33%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Constant (67-100%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Lift/carry/push 50 lbs.

Mental Demands

Communication

Frequency

Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Frequent (34-66%)
Work alone	Frequent (34-66%)
Work as a member of a team	Occasional (11-33%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Constant (67-100%)

Comprehension

Frequency

Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)

Reasoning

Frequency

Read and interpret data	Constant (67-100%)
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Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Constant (67-100%)
Direct work activities of others	Constant (67-100%)
Resilience	Frequency
Work under pressure	Constant (67-100%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Occasional (11-33%)
Wet and/or humidity	Occasional (11-33%)
Atmospheric conditions	Occasional (11-33%)
Confined/restricted working environment	Seldom (1-10%)
Vibratory Tasks – High	Seldom (1-10%)
Vibratory Tasks – Low	Seldom (1-10%)

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Seldom (1-10%)
Exposure to Electricity	Seldom (1-10%)
Exposure to Toxic or Caustic Chemicals	Occasional (11-33%)
Working with Explosives	Never
Exposure to Radiant Energy	Seldom (1-10%)
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Occasional (11-33%)

Noise Intensity	Occasional (11-33%)
Exposure to animals	Occasional (11-33%)
Working with angry customers	Frequent (34-66%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Position is responsible for support of the District's Water Operational staff and as such is expected to be reasonably available to assist and provide direction during emergency situations and outages. Per WAC 246-292-32 the certified operator or their designee must be available on-site or able to be contacted by telephone 24 hours a day and be able to initiate appropriate action within 2 hours of contact to address emergency situations by either making the necessary repairs or resolving the problem or directing staff or contractors to make necessary repairs or resolve the problem. Frequently - 1x month 6-12 times a year

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the

District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.