



## Town of Oro Valley Classification Description

Title: **WATER PRODUCTION & METER  
OPERATIONS SUPERINTENDENT**

Department: Water Utility

Salary Grade: 118

Job Code: 3545

FLSA Status: Exempt

### **POSITION SUMMARY:**

Under general supervision of the Water Operations Manager, this position plans, organizes and directs those supervised in the Water Production & Meter Operation sections. Directs the operations and maintenance of the potable and reclaimed water production facilities, storage facilities, pressure boosting facilities and water metering systems. Assists with, or supervises the Water Distribution section as required or assigned. Manages day-to-day production and water metering system operations.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Responsible for the day to day supervision of assigned staff that operate and maintain the water production facilities, water metering systems and related components. Plans and directs the activities of those supervised.
- B. Advises, consults and provides information to the Water Operations Manager.
- C. Advises, consults and provides information to the Water Utility's Senior Management and Water Utility customer service staff as requested.
- D. Ensures that assigned supervised staff comply with relevant Federal, State and Town statutes, ordinances, codes, rules and regulations relating to their respective position functions.
- E. Assists in the review of plan and specification development for projects related to the function of Water Operations Division.
- F. Prepares and submits weekly status reports to the Water Operations Manager; advises Water Operations Manager of work progress on a daily basis.
- G. Provides or oversees supervision and training of assigned staff; monitors staff certifications, mandated training and safety programs. Ensures proper utilization of equipment in accordance with training.
- H. Assists the Water Operations Manager with identifying and prioritizing Capital Improvement Projects (CIP) for Water Production & Meter Operations.
- I. Assists the Water Operations Manager with determining, implementing and tracking Water Production & Meter Operations annual budget to ensure that Water Production & Meter Operations annual budget goals are achieved.
- J. Reviews and approves time reports of assigned supervisory staff.
- K. Participates in the recruitment, selection, training and development of the assigned staff.

- L. Prepares employee performance evaluations for assigned supervisory staff and assists supervisory staff with their assigned performance evaluations for submittal to the Water Operations Manager for review.
- M. Responsible for the receiving of materials and supplies; verifies and maintains records on incoming and outgoing shipments.
- N. Responsible for the inventory system for Water Production & Meter Operations; maintains inventory levels and ensures quality control.
- O. Maintains a variety of files and records to effectively lead the assigned staff.
- P. Communicates with the Water Operations Manager, department staff and the public to resolve issues, complaints, concerns or questions related to the activities of assigned staff.
- Q. Ensures that Meter Operations Staff coordinate activities with the Water Utility's customer service staff.
- R. Works with assigned supervisory staff to implement the on-call rotation schedule.
- S. Monitors Supervisory Control and Data Acquisition (SCADA) system.
- T. Serves as secondary on-call for SCADA operations as coordinated with assigned supervisory staff.
- U. Assists and coordinates SCADA activities as needed to ensure proper system operation.
- V. Responsible for planning, coordinating and supervising meter related programs including Automated Metering Infrastructure (AMI), meter testing and meter repair.
- W. Ensures that Meter Operations Staff perform electronic data transfers to/from meter reading equipment.
- X. Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, state and federal statutes, ordinances, codes, rules and regulations governing Municipal Water Systems and Operations.
- Knowledge of Water Utility production system operations and maintenance.
- Knowledge of supervision principles and possession of strong leadership skills.
- Ability to be an active and positive contributing team member of the Water Utility.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Ability to consistently meet deadlines and complete projects and assignments.
- Skill in establishing and maintaining effective working relationships with staff, other Town departments and the general public.
- Excellent verbal and written communication skills.
- Knowledge of personal computer hardware, software and applicable database systems.
- Knowledge of Water Utility telemetry and Supervisory Control and Data Acquisition (SCADA) system.
- Knowledge of SCADA systems, instrumentation and PLC programming.
- Knowledge of automated water metering equipment and software, water metering system maintenance, repair and installation methods, material and equipment.

**MINIMUM QUALIFICATIONS:**

- An Associate's degree in Engineering, Physical Science, Electronics, Business Administration or closely related field.

- Five (5) years' experience in public water utility, including three (3) years at a supervisory level; **OR**
- An equivalent combination of education and experience.
- Must possess at the time of application and maintain a Grade IV Water Distribution certificate issued by the Arizona Department of Environmental Quality and a valid Arizona driver license.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in indoor and outdoor environments.
- Position is subject to after-hours call out 24/7.