

**City of Chesapeake      Class Title: Water Production Superintendent**

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| <b>Job Class Code: 3420</b>       | <b>FLSA Status: Exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 2</b>     |

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise subordinate personnel plan, oversee, and direct the operation and maintenance of the City's water treatment plant. The class is responsible for planning and assigning activities, compiling and reviewing operational data, coordinating production processes, preparing documentation, and responding to inquiries. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises subordinate personnel, including training, scheduling, assigning and evaluating work.
- Plans and assigns activities for the operation, maintenance, and repair of water production equipment and facilities.
- Compiles, reviews, and analyzes water quality and operational data to ensure the reliability of the City's water treatment plant operations and make recommendations for improvement.
- Coordinates with consultants, engineers, other department personnel, agencies, vendors, and the general public regarding water production issues and strategic planning.
- Prepares various reports and other documentation including regulatory reports and correspondence.
- Responds to inquires and concerns pertaining to water production issues.
- Provides assistance to subordinate staff with instruction, guidance, and problem resolution.
- Prepares and/or approves budget and expenditure information and writes specifications for the procurement of professional services.
- Performs related tasks as necessary such as developing presentation materials for monthly safety and operations meetings.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

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| <b>Data Involvement</b>                 | Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.                                                                                                                                                                                                                             |
| <b>Interpersonal/People Involvement</b> | Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.                                                                                                                                                                                                                                                                                                   |
| <b>Reasoning Requirements</b>           | Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.                                                                                                                                                                                                                                                                               |
| <b>Mathematical Requirements</b>        | Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.                                                                                      |
| <b>Language Requirements</b>            | Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.                                                                                                                                                                                                                                                                                              |
| <b>Mental Requirements</b>              | Performs professional level work requiring the application of scientific, engineering, accounting, or managerial methods in the solution of technical or administrative problems; applies extensive understanding of operating policies and procedures to solve complex problems and coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures. |
| <b>Decisions/Supervisory</b>            | Makes decisions as a major part of the job, affecting a major segment of the                                                                                                                                                                                                                                                                                                                                                                       |

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| <b>Control</b> | organization and the general public; develops policies and practices. |
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**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

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|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Vocational/Educational Requirement</b>  | Requires any combination of education and experience equivalent to a bachelor's degree in engineering or closely related field.                                                                                                                        |
| <b>Experience</b>                          | In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of directly related, full-time equivalent experience.                                                                                       |
| <b>Special Certifications and Licenses</b> | Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Possession of or ability to acquire Class I Water and Wastewater Works Certificate                                                           |
| <b>Special Requirements</b>                | Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties. |

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/06/20