

Position: Field Operations Superintendent
Reports to: Assistant City Manager / City Manager
Department: 02.312
Core Work Schedule: Monday – Friday 7a-4p
FLSA: Exempt
Grade: O14
Supervisory: Yes

JOB SUMMARY: Supervises work crews and maintains operational standards for the City's water and sewer distribution systems and performs other tasks related to said infrastructure.

EXAMPLES OF DUTIES: Schedules, assigns and supervises crews to construction or repair projects. Support Utility Administration department as supervisor of Meter Readers. Provide performance feedback to employees. Checks on the work of contractual projects occurring within City limits. Checks on and makes recommendations for the resolution of complaints concerning leaks. Works with other city departments as needed. Prepares reports. Manages department budget. Prepares budget requests. Maintains adequate inventory of replacement parts. Authorizes purchase of materials, tools and supplies. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or its equivalent (GED)

Five years' responsible experience in Wastewater Collections & Water Distribution

Appropriate certification based on City of Paris infrastructure requirements, Class III Collections and Class II Distribution licenses as issued by the Commonwealth of Kentucky

Valid Kentucky driver's license

Two years in a supervisory role preferred

Knowledge and experience of medium equipment; backhoe, skid steer, dump truck, etc a preference but not a requirement

Special Knowledge. Skills and Abilities: Considerable knowledge of engineering principles and of construction management and mechanics specifically related to line maintenance and upkeep. Considerable knowledge of preventive maintenance. Ability to operate equipment and machinery safely and efficiently. Ability to follow and prepare technical reports concisely and accurately. Technical, administrative and supervisory abilities including working within a defined budget. Ability to establish and maintain effective working relationships with employees, officials and the public.

Physical criteria include:

- The ability to lift 25/50/100 pounds regularly
- Climb ladders
- Bend, stoop, crawl in confined spaces
- Perform work outside in adverse conditions that may range from below 0* to higher than 100*
- Perform work in dirty environments that can involve direct contact with human waste