Utilities Operations Superintendent
Water and Sanitation Districts
Full time, Permanent, Exempt
Salary Range: $76,094 - $122,252 Annually
Hiring Range: $76,094 - $99,173 Annually

Fort Collins – Loveland Water District
South Fort Collins Sanitation District
Revision Date: 3/17/2020
Approved by District Manager:
Approved by Human Resources:

General Purpose:
As the Utilities Operations Superintendent, you will be part of the executive management team, working closely with the General Manager and the other department managers to maintain, champion and support FCLWD’s and SFCSD’s Mission, Vision, Values and positive culture. This position will provide leadership, support, and guidance to all the Operations Department employees as well as others throughout the organization. This position is responsible for managing, planning, directing, coordinating, supervising, ensuring and supporting optimal administration of all water distribution, wastewater collection, office and utility facilities, fleet and maintenance operations, as well as Capital Improvement Projects and developer-driven construction related activities. This position reports to the General Manager and will oversee and support all personnel within this department. Currently staffed with 10 positions; future department growth is anticipated.

Essential Functions:
Maintains highest Distribution and Collection Operator Licensure to serve as ORC (Operator in Responsible Charge) for both water and wastewater utilities. Ensures compliance with all applicable State and Federal regulations and reporting requirements. Responsible for operating and maintaining Water Distribution and Wastewater Collection systems including valves, hydrants, PRVs, meters, pump stations, lift stations, and other facilities.

Responsible for long-term planning for future District water and wastewater infrastructure including implementation of operational facility maintenance and replacement and tracking costs and trends within operations. Supports and monitors 10-year, 5-year, and current year O&M budgets for Operations Department. Utilizes GIS for asset management, work order generation and system operation.

Responds to questions and requests for information from existing and potential utility customers and suppliers. Reviews approved construction plans for conformance with adopted District master plans, District criteria and accepted industry standards and practices. Meets and confers with developers, consultants, contractors, District employees and the general public regarding construction, operations and development requirements and procedures. Administers substantial completion and final acceptance field inspections.

Supervisory Functions:
Develops a healthy working environment with a focus on professional development of Operations staff, a robust safety culture, and well-run emergency On Call system for 24/365 coverage of emergencies. Develops Operations staff professionally by supervising, training, goal setting, performing evaluations, and investing in their careers. Staff oversight may include operations, inspection, locating, metering and water quality.
**Other Functions:**
Collaborates with District Engineer and District Controller on various water, wastewater, financial, operational, and technical activities including development review and GIS system implementation. Provides input to design work for major and minor construction projects as required. Utilizes SCADA to monitor and respond to changes in the infrastructure systems. Lead emergency management efforts. Responds to customer complaints. Interacts with district staff to coordinate operations and staff functions. Establishes and maintains collaborative relationships with other utility providers and professionals.

**Knowledge, skills and abilities:**
Thorough understanding of the construction and operations of water and wastewater systems. Knowledge and experience in regulatory compliance for water distribution, wastewater collection, basic water treatment and basic wastewater treatment, budgeting, administration, and construction management of water utility infrastructure. Ability to use computer software packages including Outlook, Excel, Word, asset management, ArcGIS, CMMS, and SCADA programs. Ability to interact positively with a wide variety of people. Ability to independently solve complex problems, make good financial decisions, provide accurate and error-free work under pressure and meet reasonable deadlines. Superior written and oral communication skills.

**Education and/or experience:**
A minimum of ten (10) years of experience in the water distribution and wastewater collection system/construction/operations/maintenance field with at least two (2) years of supervisory experience required. Alternately, a bachelor's degree in Civil Engineering, Sanitary Engineering, Water Resource Engineering or closely related field with minimum of four (4) years of related industry experience. Prior Military Experience may also be considered as applicable.

**Licensure and/or certifications:**
Current Colorado Distribution and Collections Level 4 Operator Certifications. A valid driver's license and a CDL (or ability to obtain CDL) is required. Excavation Equipment Experience is preferred. OSHA Safety training – traffic, confined space, trench safety, lockout/tagout, etc. is required.

**Working Environment:**
Work is performed in both an office environment and field environment and may require some bending, kneeling and sitting for extended periods of time in the office, and may include standing, lifting and equipment operation in the field. Heavy physical activity required by moving and positioning objects up to 70 pounds occasionally and/or up to 20 pounds frequently. Outdoor work will be in any type of inclement weather. Work may involve long hours including during holidays, weekends, etc. Will be required to carry a cell phone and is subject to call-back (On Call) work. Must be capable of responding to District Administration Office within 30 minutes of an emergency situation upon short notice.

**Material and equipment directly used:**
Telephone, smart phone, pickup truck, computer equipment, printer, calculator

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions. Drug testing, driving record and criminal history background check will be obtained pre-employment. Random substance testing may also be required during employment.

Interested applicants can submit a cover letter and resume to Steve Kitchell: skitchell@fclwd.com