



Distribution System Supervisor/Superintendent Job Description

Position: Distribution System Superintendent
FLSA: Non-exempt; Full-Time; Hourly
Department: Utility Department
Reports To: Utility Director
Compensation: \$27.80 per hour - \$29.47 per hour

Position Summary:

Under the direction of the Utilities Director, the Distribution System Superintendent is responsible for planning, organizing, and supervising the daily operations, maintenance, and repair of the City's water, wastewater, and stormwater distribution systems.

Essential Duties and Responsibilities:

- Assists in the selection of employees; plans, organizes, and assigns work; develops and establishes work methods and standards
- Assists in the development of staff training and development; reviews and evaluates employee performance; recommends and initiates disciplinary action
- Reviews, evaluates, and schedules daily maintenance activities and work assignments with crew
- Responds and meets with customers, associations, contractors, and developers regarding water quality, water pressure, water availability, facility repairs, service interruptions, service connections, and other water related issues
- Oversees operation and maintenance of wastewater collection infrastructure, including lift stations and sewer lines
- Oversees operation and maintenance of stormwater collection infrastructure, including lift stations and stormwater lines
- Coordinates with contractors on proposed construction, inspects new and existing facilities, assists in start-ups
- Supervises all repairs to facilities; arranges for emergency equipment, contractors, and directs the work of crews on emergency repairs
- Ensures regulatory compliance with laws, rules and regulations related to all facilities and requirements
- Facilitate alerts and working knowledge of systems including GIS, SCADA, Omni Site, Splashtop, Flowlink, and the work order program
- Order supplies/materials and schedules the labor required for the repair and maintenance of all facilities
- Supports the relationship between the City and the public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned

Skills Required:

- Evaluate complex, administrative, or technical issues and make credible recommendations
- Read and interpret engineered plans, blueprints, plans, diagrams, specifications, technical manuals, and regulations
- Define problems, establish facts, and draw valid conclusions
- Effective verbal and written communication
- Deal tactfully and courteously with staff, vendors, contractors, and the public
- Interpret and apply related City, state, and federal codes, laws, and regulations.
- Manage situations requiring diplomacy, fairness, firmness, and sound judgment
- Operate a computer and various software applications
- Prioritize goals, projects and work tasks and recommend actions
- Supervise the work of subordinate staff

Knowledge of:

- City organization, operations, policies, and procedures including safety programs and practices
- Water distribution, treatment, storage, pumping, production, and delivery facilities
- Water distribution mathematics including water terms and definitions, water measurements, water pressure and units and conversion factors
- Chlorination techniques to provide the public with a safe water distribution system
- Wastewater collection systems, including infrastructure, operational procedures, maintenance standards, and coordination of field repair activities.
- Stormwater collection systems, including infrastructure, operational procedures, maintenance standards, and coordination of field repair activities
- Hydraulic and mechanical principles
- Applicable federal, state, and local laws, rules, and regulations pertaining to industry regulatory compliance
- Workforce planning, development, staff training, occupational hazards, and safe work procedures
- Principles, practices, and methods of effective supervision

Physical Tasks and Working Conditions:

- Performs a mix of administrative, supervisory, and field duties, requiring regular work in both office settings and active distribution system sites
- Conducts periodic field inspections of infrastructure, construction, and maintenance activities; work may involve uneven terrain, confined spaces, and exposure to varying weather conditions

- May stand, walk, bend, climb, or crouch during inspections; occasionally lifts or carries up to 25–50 lbs., and accesses manholes, lift stations, and other confined spaces
- Works in environments with exposure to noise, traffic, equipment, chemicals, wastewater, and other utility-related hazards; PPE is required as appropriate
- Must be available outside normal hours for emergencies, system failures, or severe weather, with extended hours possible during critical events

Special Requirements:

- High School diploma or GED with specialized training
- Valid and appropriate Indiana Driver's License and acceptable driving record at time of appointment and throughout employment in this position. (An Indiana Commercial Driver's License (CDL) is a plus but must have ability to obtain a CDL within six months)
- Possession of a water distribution DSL operator's certificate issued by the State of Indiana or have the ability to acquire a water distribution DSL operator's certificate within a specific deadline as set by the City

Benefits:

- Candidate will be eligible to receive all current city employee benefits as discussed in the interview, including but not limited to: health, vision, dental and life insurance; paid time off; retirement benefits; clothing allowance and so much more

General Information:

- The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned by the Utility Director.
- The City will provide reasonable accommodations to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act (ADA), to enable them to perform the essential functions of the position, unless doing so would cause undue hardship. The City is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other legally protected status.
- The City of Bedford has a Substance Abuse Testing Policy. This policy applies to all employees of the City of Bedford. Pre-employment testing and random testing during employment in accordance with this policy will apply. A drug test and background check will be required after a conditional offer to hire.