



CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
WATER SUPERINTENDENT
Annual pay range: \$60,902 to \$85,263 plus benefits
Exempt position – Not eligible for overtime

Qualifications: Progressive experience in the operations of water production and distribution systems, including education and/or experience equivalent to five (5) years supervisory level potable water production, treatment, and distribution or closely related work. Must possess: Arizona Grade IV Water Treatment and Water Distribution certifications, and a valid Arizona Driver's License. Must pass pre-employment drug test and background check.

Tasks:

- Oversee and supervise the production and distribution of potable water; water tests and systems to ensure compliance with Arizona Department of Environmental Quality (ADEQ) standards; oversee preparation of required reports and statistics; research and recommend improvements to the water operation process and equipment; anticipate and provide for production, distribution, storage facilities and capabilities to meet strategic needs.
- Determine levels of personnel, equipment, and other resources needed to achieve service levels; maintain a thorough knowledge of federal, state and local statutes, ordinances, standards, procedures and trends related to water production, treatment, and distribution, and ensure compliance; assess community and City needs and create plans to meet those needs.
- Coordinate development of the water operations and maintenance budgets; recommend system and process improvements; monitor and manage budgeted expenditures; prepare bid information for contractual procurements; negotiate contracts with vendors; assist in developing policies and procedures; coordinate and respond to questions and problems concerning the water system.

Knowledge, Skills, and Other Characteristics:

- Knowledge of Federal, State and Local rules, regulations, policies, procedures and ordinances applicable to water operations testing and delivery programs.
- Knowledge of the design, capabilities, operation and repair of complex, multiple pressure zone water systems.
- Knowledge of occupational safety and health policies and procedures related to water operations.
- Knowledge of administrative procedures, practices and principles.
- Knowledge and skill of budget preparation, monitoring and administration.
- Knowledge of supervisory methods and techniques.
- Skill in organizing and administering safety programs, training and professional growth of water operators.
- Skill in supervising, evaluating and motivating employees.
- Skill in written communications for administrative and technical purposes.
- Skill in oral communication in one-on-one and group situations.
- Skill in utilizing public relation techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with representatives of Federal, State, and local agencies, elected officials, other City departments, residents, and subordinate personnel.

Physical and Visual Ability: Sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicles as needed. Must have the ability to lift **75 pounds** without assistance.

Hearing and Speaking Ability: Sufficient to clearly, concisely and effectively communicate in person and over the radio and telephone.

Psychological Ability: Freedom from mental disorders which would interfere with performance of duties as described.

DEADLINE; Applications must be received by 5:00 p.m Sept 4, 2008

Send application/resume to:

City of Prescott, 201 S. Cortez St., Prescott AZ 86303
928.777.1315, 928-777-1347 800-748-6205 TDD 928.777.1100 Fax: 928.777.1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net

EEO/M/F/V/H/D/NSE

Posted: August 8, 2008

MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEE: Twelve days annual paid vacation; ten paid holidays; paid sick leave; paid employee health and life insurance; retirement benefits; deferred compensation plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily completed by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.

