



**VILLAGE OF HOFFMAN ESTATES**  
**JOB DESCRIPTION**  
**SUPERINTENDENT OF WATER & SEWER**

*EFFECTIVE DATE: February 1, 2024*

<b>DEPARTMENT:</b> Public Works	<b>WORK LOCATION:</b> Public Works Center		<b>FLSA STATUS:</b> Exempt
<b>CLASS CODE:</b> 7725	<b>RANGE:</b> S23	<b>PENSION:</b> IMRF	<b>UNION:</b> None
<b>REPORTS TO:</b> Director of Public Works	<b>LEVEL OF SUPERVISION RECEIVED:</b> Works under the general guidance and direction of the Director of Public Works.		<b>LICENSE/CERTIFICATES:</b> Valid Illinois driver's license. Class "C" Water Supply Illinois Operator's Certificate

**SUMMARY:**

The Superintendent of Water & Sewer is responsible for a variety of routine and complex responsibilities related to management of the Village's water & sewer system, technical review of construction documents and specifications, evaluation of contractor qualifications, and direct supervision of various staff. This position assumes the duties of the Responsible Operator in Charge of the Village's water & sewer system, under the direction and authority of the Director of Public Works. Provides guidance and direction to supervisors and field staff. Possesses exemplary internal and external customer service skills and provides strong management oversight of Village infrastructure projects. Responds to and interacts with residents, employees, contractors and/or others within and outside the organization in a courteous, professional, and effective manner.

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Manages general oversight of the daily operation and maintenance of the Village's water & sewer systems, including water towers, lift stations, water main, sanitary sewer, and storm sewer. Assists in the planning and direction of routine and emergency operations. Administrator of the SCADA monitoring and control system.	Daily 30%

2.	Solicits bids and RFP's and serves as project manager under position areas of responsibility. Coordinates with the Engineering Department to plan for and administer contracts for infrastructure projects. Process purchase requisitions and orders for approval.	Daily 25%
3.	Reviews and evaluates, either in the office or in the field, proposed construction documents, engineering plans, scopes of work, and specifications of Village infrastructure projects. Conducts field inspections of Village projects to ensure adherence of specifications and pertinent Village Code.	Daily 15%
4.	Supervises, mentors, and educates direct report(s). Provides technical guidance to staff and other Village team members. Directs employees, implements Division procedures, assigns work tasks, and performs the performance evaluation process. Provides disciplinary action when needed.	Daily 15%
5.	Facilitates a team approach by fostering effective communication amongst Department and Village staff.	Daily 10%
6.	Researches and reviews current trends and technical matters. Prepares and reviews plans for improvements to current water & sewer systems. Prepares a variety of studies, reports, and related information for decision-making purposes. Stays abreast of training opportunities and industry standards. Maintenance of Illinois Water Operator's Certificate.	Monthly 30%
7.	Maintains complete and accurate departmental records. Prepares various internal and external reports outlining division activities for presentations on a regular basis. Answers inquiries and/or requests for service from Village residents, customers, and other departments. Possesses excellent organizational and customer service skills.	Monthly 20%
8.	Corresponds directly with IEPA, MWRD, and IDNR regarding compliance with water quality, water use, and sanitary requirements.	Monthly 15%
9.	Provides input in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations.	Monthly 10%
10.	Participates in the preparation of the annual budget and administers and controls expenditures. Develops recommendations for the Capital Improvements Program.	Annually 10%
11.	Makes presentations to supervisors, Boards, Commissions, civic groups, and the general public as assigned.	Annually 10%
12.	Maintains thorough knowledge of the Department's Standard Operating Procedures and Safety Practices; ensures that all procedures/practices are followed. Acts as a role model in following the organization's policies and procedures, employee handbook and implementing labor contract.	Daily
13.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Coordinates with other departments to assist in the planning and design of municipal projects.
2.	Approve daily benefit time and review payroll documents.
3.	Meets regularly with staff and division supervisors.
4.	Attends Leadership and Management meetings.
5.	Assists in the recruitment process of staff.
6.	Review accident and injury reports.
7.	Produces educational handouts, website content, brochures, or other information to assist customers.
8.	Serves as a member of various employee committees.
9.	Follows Village-wide and departmental safety rules and practices.
10.	Performs other duties, tasks, and responsibilities as assigned.

**SUPERVISORY RESPONSIBILITIES: *(Select one – required)***

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

- Supervision of the division staff.
- Prepare personnel evaluation reviews for direct reports.
- Administer disciplinary action.

**EDUCATION, EXPERIENCE AND COMPUTER SKILLS:**

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

**Education Level (Select one - required)**

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

**Civil Engineering, Business Management, Construction Management, Public Administration, or closely related field preferred**

**Experience Level (Select one - required)**

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

**A minimum of ten (10) years of experience in water & sewer systems maintenance and construction.**

**Additional Experience (Select as appropriate)**

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

**3-5 years preferred**

**Additional Skills**

- Certifications

**Illinois Water Supply Operator's Certificate Class "C"**

**Computer Skills (Select as appropriate)**

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

**Microsoft Office, SCADA**

**COMMUNICATION SKILLS:**

**English Language/Communication Skills (Select one)**

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

**Foreign Language Skills (Complete if applicable)**

- Fluency in foreign language skills is: Ability to speak and/or read, write and comprehend.
- A Plus
- Preferred
- Required

Required Language:

**REQUIRED COMPETENCIES:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

**WORKING KNOWLEDGE OF:**

Pertinent health rules, regulations, and laws governing the supply of potable water and all requirements and responsibilities thereunder.

Operation and maintenance of water wells and pumps and sanitary sewer lift stations. The methods and materials used in the operation maintenance and repair of water production and waste water systems.

The principles and practices of engineering as related to pure water and waste water systems repair, maintenance and construction.

The theory of hydraulics.

**ABILITY TO:**

- ◆ Establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public.
- ◆ Provide excellent customer service (internal/external).
- ◆ Provide input and assist in developing short and long-range goals.
- ◆ Multi-task.
- ◆ Maintain cost effective practices.
- ◆ Review trends and development.
- ◆ Research, resolve and respond to complex problems and complaints.
- ◆ Provide technical advice to supervisors, Boards, Commissions, civic groups, and the general public.
- ◆ Read and understand complicated construction documents and specifications.
- ◆ Establish, evaluate, and maintain priorities.
- ◆ Climb, balance, crawl, pull, and lift to gain access to construction areas or sites for inspection.
- ◆ Communicate effectively, orally and in writing, using the English language.
- ◆ Establish and maintain effective working relationships with co-workers, supervisors, other Village employees, officials, and the public.
- ◆ Respond professionally and respectfully to employees and the public and satisfactorily resolve inquiries.
- ◆ Read, write, speak, and comprehend the English language.
- ◆ Ability to work with interruptions, such as: front counter questions, phone calls, etc.

**PROFICIENCY IN:**

- ◆ Operating a desktop computer (or computer equipment) in a network environment (laptop, iPad, etc.)
- ◆ Working efficiently under pressure
- ◆ Multi – tasking

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u>  X  </u>	_____
Walks	_____	_____	<u>  X  </u>	_____
Sits	_____	_____	_____	<u>  X  </u>
Uses fingers in a repetitive motion	_____	_____	<u>  X  </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	<u>  X  </u>	_____
Reaches with hands and arms above shoulder	_____	<u>  X  </u>	_____	_____
Climbs or balances	_____	<u>  X  </u>	_____	_____
Twists or turns	_____	<u>  X  </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>  X  </u>	_____	_____
Pulls, pushes, or carries	_____	<u>  X  </u>	_____	_____
Talks or hears	_____	_____	<u>  X  </u>	_____
Tastes or smells	<u>  X  </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u>  X  </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u>  X  </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u>  X  </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u>  X  </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u>  X  </u>	_____	_____	_____

**VISION DEMANDS:**

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

**Other Vision Demands (select if applicable)**

- \_\_\_\_\_ Absence of color blindness
- X   Corrected vision of...
- \_\_\_\_\_ Uncorrected vision of...

<b><i>As required by the ILSOS to operate a motor vehicle</i></b>
<b><i>Enter specific vision requirement here</i></b>

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

*(mark all 15 conditions)*

<u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u>  X  </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u>  X  </u>	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u>  X  </u>	_____	_____	_____
Works near moving mechanical parts	_____	<u>  X  </u>	_____	_____
Works in high precarious places, underground, or confined spaces	_____	<u>  X  </u>	_____	_____
Flying debris or airborne particles	<u>  X  </u>	_____	_____	_____
Fire, smoke, fumes, gases, or noxious odors	_____	<u>  X  </u>	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	<u>  X  </u>	_____	_____
Risk of electrical shock	_____	<u>  X  </u>	_____	_____
Works with explosives or risk of radiation	<u>  X  </u>	_____	_____	_____
Vibration	<u>  X  </u>	_____	_____	_____
Extreme illumination	<u>  X  </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u>  X  </u>
Moderate noise level (Raised voice levels)	_____	<u>  X  </u>	_____	_____
High noise level (Shouting/ear protection may be needed)	_____	<u>  X  </u>	_____	_____



The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

  
\_\_\_\_\_  
Department Director

Reviewed Approval:

  
\_\_\_\_\_  
Human Resources Management Director

Approved:

  
\_\_\_\_\_  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_