

## FIELD SUPERINTENDENT

Hiring Range:\$75,845-\$94,655

It is an exciting time to work for Arapahoe County Water and Wastewater Authority (ACWWA), we are looking for an Field Superintendent to join our team. This is an ideal opportunity for anyone who wants to be part of a positive, high performing culture that focuses on providing a great value and services to our customers.

The Field Superintendent will report to the Operation Manager and work closely to all departments to maintain, champion and support ACWWA's Mission, Vision, Values and positive culture. This position will provide leadership, support and guidance to all employees of within the department as well as supporting leadership throughout the organization. The Operation Manager is responsible for managing, planning, directing, coordinating, supervising and ensuring and supporting optimal administration of all water treatment, distribution, wastewater treatment, collections, facilities, fleet and maintenance operations. This position will oversee and support the 20 employees within the Operations and Facilities Department . The Operations Manager is responsible to provide regular written and oral reports to the Director of Engineering Services.

### **About ACWWA**

ACWWA provides water and wastewater services to a critical portion of Arapahoe County as well as services in Douglas and Elbert County. We serve a population of about 31,000 residents and business employees (4000 accounts) and is a political subdivision of Arapahoe County and is still growing. A Board of Directors of seven including two Arapahoe County Commissioners oversee the authority. ACWWA has 40 employees.

ACWWA operates and manages a state-of-art water and wastewater system that focuses on efficiency and innovation, has water operations in three counties, provides contract services to outside entities and utilizes reuse and additional methods to optimize its water management. ACWWA is currently managing a \$20 million-dollar annual CIP budget, operates a wastewater treatment plant and is incorporating an innovative method for brine management at its water treatment plant.

ACWWA believes in outstanding customer service, transparency and is financially stable. In the past 5 years ACWWA credit ratings have been upgrade twice and currently has an AA rating.

By joining ACWWA, you will help provide sustainable water/wastewater services for all our customers and protect the environment. You will be joining a team where professionalism, reliability, integrity, accountability and efficiency guide us on how we conduct business.

### **POSITION SUMMARY:**

The Field Superintendent is s responsible for supervising, planning and coordinating the maintenance and repair of water supply facilities and wastewater collection systems. The position has responsibility for project coordination, coordinating the daily work of multiple

crews, collecting data and entering it into computer systems, assuring regulatory compliance for water and wastewater systems and generating reports. The superintendent participates in long-range planning; strategic planning; and preparing requests for estimates and bids; and assist in development of annual budgets. The Field Superintendent also coordinates inventory and materials for construction projects; coordinates emergency repairs and is responsible for the day to day supervision of the field staff.

**ESSENTIAL FUNCTIONS:**

1. Supervises oversees and tracks the repairs water meters and performs meter reading of Authority's water meters.
2. Planning and scheduling of routine maintenance on variety of equipment such as chlorine pumps, booster pumps, lift station pumps, check valves, diesel generators, and diesel pumps, valves, air vacs, and prv's.
3. Research state water schedules for collecting water and wastewater samples for analysis in accordance with State standards
4. Performs quality control and quality assurance of minor lab test such as PH and CL2, in accordance with State and ACWWA policy
5. Assures Field Team is Monitoring and inspecting ACWWA physical facilities; takes appropriate action in accordance with policy and procedures
6. Planning and scheduling water treatment and lift station rounds procedures.
7. Performs routine flushing of the distribution system.
8. Responds to emergency calls as necessary.
9. Able to drive the company vehicle and performs minor vehicle maintenance.
10. Responds to customer service issues and follows up according to ACWWA policy.
11. Attend required regulatory meetings.
12. Conducts a variety of administrative tasks such as maintaining logs and recording observations, ordering supplies and general clerical duties.
13. Leads and participates in the work of crews engaged in the installation, maintenance, and repair of water mains, valves, hydrants, services, meters and booster pumps.
14. Instructs and directs Field Tech staff in the proper performance of duties and provides input regarding their performance.
15. Supervise, coach and discipline direct reports, and completes employees performance evaluations.
16. Operates and trains others in the use of equipment such as trucks, heavy equipment, air compressors, jackhammers, and a variety of power and hand tools.
17. Turns on and off water services; cleans mains and flushes the water system.
18. Tracking of locates and marks water lines for contractors and District crews.
19. Investigates leaks and reports service interruptions; repairs valves and insures that they are working properly
20. Cleans, repairs, and maintains sewer collection systems, mains, laterals, lift stations, and related structures; cleans up work sites upon completion of job;
21. Flushes and clears collection systems; operates hydrovactor, hand jet, and machine rods to clear lines.
22. Serve as ORC of water and wastewater systems.
23. Schedules and assigns work to Field Technicians; supervises their activities.

24. Serves as point person for the Field Technicians and other ACWWA staff regarding field operations.
25. Completes administrative functions such as data entry, maintaining logs and producing reports.
26. Performs duties in a professional manner and works well with others.
27. Prepares detailed documents for employee promotions for HR and management.
28. Coordinates project activities with operational and engineering functions and ensures projects are managed in timely manner and within budget.
29. Establishes and maintain cooperative working relationships with co-workers, outside agencies, and the public.
30. Regular attendance and adherence to prescribed work schedule to conduct job duties.
31. Observes safe work practices
32. Conducts daily team meetings and task assignments for Field Operations Team.
33. Planning and coordination of training for the Field Operations Team
34. Provide daily reports to Operations Manager.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Knowledge of hazards and safety precautions applicable to the work
- Well pumping hydraulics
- Water storage tank hydraulics
- Water Chemistry and physics
- Chemical dosage calculations
- Basic water and wastewater math
- Drinking water regulations
- Wastewater discharge standards
- Water Treatment
- Wastewater Treatment
- Preventive and Predictable maintenance
- Pressure and Flow calculations
- Instrumentation and control system functions
- PLC SCADA and HMI
- Equipment, techniques, and procedures involved in the maintenance and repair of sewer systems and related facilities and equipment
- Related laws, ordinances, rules, regulations, policies, and procedures
- Operation and maintenance of wide variety of hand and power tools and equipment common to the field
- Safe work methods and safety regulations pertaining to the work
- Basic computerized record keeping applications
- Codes and regulations applicable to the work
- Tools and equipment used in the installation, maintenance, and repair of water mains, services, meters, hydrants and valves
- Equipment operation, maintenance, and repair methods and practices at an advanced journey level
- Operation and maintenance of underground video inspection systems and equipment

- GIS functions
- Leadership and team work performance
- Cross connection control
- Basic design principles for water and wastewater piping, valves, pumping, disinfection and filtration.
- Attend meetings with contract engineering, local government representatives and vendors.
- Create critical parameters and standard operating procedures based on key performance indicators and process maps.
- Complete knowledge and understanding of Colorado State law REG 11 and REG 100.

**Ability to:**

- Oversee the Field Operations team on-call for a rotational basis and work outside of regular work hours as necessary, including weekends and holidays, and respond to emergency's
- Perform a variety of repair, and maintenance tasks
- Work under routine and emergency conditions, sometimes in severe weather
- Understand and follow instructions and directions
- Perform a wide variety of physically strenuous tasks
- Enter data into computer system
- Read, interpret, and understand blueprints and construction drawings
- Maintain records
- Maintain and repair equipment and tools
- Able to work with hand tools
- Ascending or descending ladders
- Able to wear a mask/respirator
- Independently perform the most complex, skilled, and responsible water system maintenance duties
- Train lesser-skilled staff in water service and repair work
- Determine work methods and materials for assigned jobs
- Repair, install, and maintain water mains, services, hydrants, meters and valves at an advanced journey level
- Maintain accurate records of work performed
- Install meters
- Perform heavy physical labor
- Operate power-driven equipment used in water service work
- Read water meters and turn-on and off service
- Read and interpret plans, drawings, maps, and specifications
- Understand and follow instructions and directions; exercise independent judgment and initiative without close supervision.
- Organize work teams to complete a wide variety of tasks on water and wastewater treatment systems.
- Provide written reports and presentations to managers, engineers and board members

- Communicate in a professional manner to the Colorado Department of Health and Environment representing ACWWA.
- Conduct in depth training on water and wastewater calculations to all Field techs.

### **EDUCATION AND EXPERIENCE:**

- High School graduation or GED equivalent. 5-10 years of water and wastewater experience. Two-year Associate Degree Water Quality Management and or Bachelor Degree in Science. Minimum of two years of supervisory experience in water and wastewater systems preferred. Requires minimum of a B certificate in Water Treatment, a Level 3 certification in Wastewater Collection and a Level 3 certification in Water Distribution from the state of Colorado. Formal Leadership training by AWWA and or other professional organizations.

### **OTHER REQUIREMENTS**

- Must possess valid Colorado Driver's license. If applicant has a valid out of state license they must obtain a valid Colorado license within 30 days of hire or their employment may be terminated.
- Must present a report from the Colorado Division of Motor Vehicles or if out of State an equivalent report that indicates a driving record acceptable to the Authority in obtaining insurance coverage. Using of any type of tobacco product is not allowed on company property or in company vehicles at any time.

### **Why Work for ACWWA?**

ACWWA is a dynamic and positive place to work with passionate employees. ACWWA provides excellent benefits including a 100% employer paid health insurance, dental, vision, HRA contributions, 11 paid holidays, two (2) floating holidays, 3% employer contributions to employee retirement plus up to 5% matching retirement contribution program, wellness reimbursement, volunteer time off, vacation, sick time, short term disability and long-term disability.

### **PRE-EMPLOYMENT SCREENING REQUIREMENTS TO INCLUDE:**

- Criminal Background Check
- Drug Screening
- Motor Vehicle Record Check

***ACWWA is An Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status, age or any other federally protected class.***

**To Apply – Send resume, cover letter and employment application with salary expectations to [HR@acwwa.com](mailto:HR@acwwa.com) ; with the subject line “Operation Manager”. Employment application can be found at <http://acwwa.com/career-opportunities>**