



Position: Superintendent of Water Division

Department: Public Works

Status: Exempt

Last Updated: 2026

General Purpose:

Under the direction of the Director of Public Works the Superintendent of Water Division is responsible for the operation of the City's water system. Work requires the application of specialized knowledge and skill in operations to advise subordinates in varied and complex problems. Work under the State of Illinois EPA regulations and procedures for water as well as City and departmental procedures and safety rules. Supervise and direct the work of all employees of the Water Division.

Supervision Received:

The Superintendent of Water Division works under the immediate supervision of the Director of Public Works.

Supervision Exercised:

The Superintendent of Water Division supervises the employees of the Water Division of the Public Works Department.

Essential Duties & Responsibilities:

- Manage and direct the activities of the employees of the Water Division's day to day operations.
- Supervise, train, and evaluate water personnel.
- Create and execute a safety training program, promoting safe work practices and compliance with the Occupational Safety and Health Administration regulations, and establishes and meets regularly with department safety committee.
- Administer Department policies and procedures, including the training, supervision, evaluation, and discipline of union and non-union personnel
- Serve as the Responsible Operator in Charge for the City's water System.
- Prepare and communicate reporting data to the Illinois Environmental Protection Agency and other governmental and regulatory bodies.
- Oversee the purchase of water and wastewater pumps, motors, and equipment.
- Develop separate operational budgets for water, sewer, and sewage treatment plants, review budget expenditures, and organize projects to remain within budget.
- Perform water inspections on existing construction and new developments.
- Administer all SCADA and technology for water facilities.
- Oversee the maintenance, purchase, and operation of City water meters, including MXUs with vendors; Manage the work order process for water meter service requests along with customer complaints in conjunction with utility billing.
- Serve as City liaison to various watershed groups and regional water groups, as needed.
- Prepare reports and make presentations to City Council as necessary.
- Perform other duties as assigned by the Director of Public Works.



Desired Minimum Qualifications

Education & Experience:

- Minimum age of 18 years required.
- High School diploma or GED equivalent preferred.
- Thorough knowledge of the practices, principles, techniques, materials, and equipment of public works maintenance and construction work.
- Municipal public works and management experience preferred.
- Class B Water license.
- Valid Driver's license, CDL preferred.

Knowledge, Skills, and Abilities:

- Ability to learn proper operation and application of tools and equipment.
- Advanced mathematical abilities to calculate wastewater loadings and chemical loadings for wells.
- Read, clearly speak, and legibly write the English language.
- Excellent customer service skills.
- Ability to communicate effectively both verbally and in writing, using complex sentences, proper punctuation, spelling and grammar.
- Ability to enhance relations with coworkers and the public with a professional demeanor, sensitivity and tactfulness.
- Ability to properly maintain and organize office files and records.
- Ability to respond to email requests in a timely manner.
- Knowledge of GIS, Microsoft Word, Excel, Access, and Outlook as well as Adobe Acrobat, and the ability to learn other software as needed.
- Knowledge of proper and safe methods of construction, maintenance, and repair.
- Demonstrated knowledge of water/wastewater operations and public works activities.
- Ability to tabulate data to create spreadsheets.
- Ability to prepare and operate within the constraints of a budget.
- Ability to acquire and apply thorough knowledge of City and Department policies and procedures.

Tools & Equipment, Physical Demands, Working Conditions

Tools and Equipment:

The following list of tools and equipment is a representative and not necessarily all-inclusive inventory of items needed to successfully perform the essential job duties:

Pumps, instrumentation, control and telemetry system, valves, motors, electrical equipment, generators, filters, chemical feed equipment, air compressors, laboratory test instruments, motorized vehicles and equipment including push lawn mowers, zero turn, and riding lawn mowers, weed trimmers, shovels, rakes, common hand or power tools, chainsaws, drills, screwdrivers, hammers, wrenches, mobile radio, phone, small pickup trucks, trailers, wheelbarrow, ditch witch, jackhammer, walk-behind saw, skid



steer/Bobcat, snow blower, combination loader/hoe, sweeper/vac truck, forklift, pumps, vibratory roller, front loader, single and tandem axle dump trucks, and snow plows.

Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential job duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to stand or move for extended periods of time, possess average ordinary visual acuity, talk reach with hands and arms, walk, run, drive, climb and descend stairs, bend, crouch, lift and/or move up to 100 pounds. Frequent and regular movements are required using wrists, hands and fingers to feel, handle, or operate equipment, tools or controls. Effective audio-visual discrimination and perception to quickly and accurately make observations, correctly identify red, yellow, blue and green, distance and peripheral vision, depth perception and the ability to adjust focus is also required. Hearing must be sufficient for average or normal conversations, to understand verbal direction, and to detect abnormal equipment operation and alarms.

Working Conditions:

Work activities are conducted primarily at the treatment plants with noise levels usually normal. Work occasionally occurs near moving mechanical parts in cold, hot, wet, humid and dark conditions. Employees working in this capacity are exposed to human waste, occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, with risk of electric shock and vibration. While performing the duties of this job employees will be required to stand, talk, hear, use hands and fingers to handle, feel, or operate objects, tools, climb ladders, kneel, crouch, and bend regularly.

The weekly work schedule is approximately 40 hours in duration, Monday through Friday and may be extended in the event of an emergency, disaster, workload, or the need to complete time-sensitive work. Employees working in this position may be required to work on some Saturdays, Sundays and holidays. Work is sometimes required under adverse or unusual conditions such as in cold, hot, wet, dark, and cramped surroundings, in all weather conditions, and at all hours of the day. Work is frequently required in close proximity to vehicular traffic. Duties must be performed independently or as a team member.

Performance Measurements & Selection Guidelines

- Regularly arrives for work on time prepared to perform the duties of the job.
- Adhere to City and Department policies and procedures.
- Attend Council and regional meetings as necessary.
- Practice and set an example of ethical conduct.
- Possess a professional manner and appearance.
- Demonstrate leadership.
- Maintain a professional, non-partisan approach when representing the city or performing official duties.
- Accurately records tests, sample collections, and reports inspections.
- Sets a standard of excellence in customer service and staff support.

