

Job Description – Water Operations Superintendent

Reports To: Utilities Division Head
Date Revised: October 2026

FLSA Classification: Full Time, Exempt
Department: Water Operations

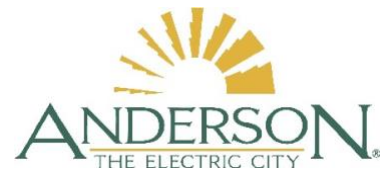
Position Summary

The purpose of the class is to assist in planning, coordinating and supervising the installation, maintenance and repair of water service lines and meters for City customers; to assist with or perform the work of subordinates as necessary; to ensure the effective and efficient completion of work orders, and to perform related duties as required. The class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

Position Responsibilities - Essential Job Functions

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

- Assists in planning, coordinating and supervising the installation, maintenance and repair of water service lines and meters.
- Supervises subordinate crew members. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems, and recommending employee discipline.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.
- Meets with customers and/or contractors to discuss installation and maintenance needs; sets priorities for and schedules projects; ensures the timely completion of work orders.
- Determines the type and quantity of equipment, materials and supplies needed for projects; orders supplies and materials; maintains inventory records.
- Coordinates the use of available equipment for maximum utility and convenience.
- Locates other utility lines prior to any excavation work.
- Diagnoses and defines water problems; supervises and participates in maintenance and repair work.
- Ensure properties are repaired as necessary after installation or maintenance work is completed.
- Inspects the work of crew members for compliance with applicable policies, procedures, laws, regulations, contracts, permits, and standards of quality and safety.
- Reviews plans for developments to ensure compliance with regulations; makes recommendations for modifications as necessary.
- Operates trucks, light and/or heavy construction equipment, power and hand tools as necessary.
- Supervises the proper maintenance of division tools and equipment.
- Prepares and maintains accurate and complete work records and reports as required.
- Assists in coordinating department activities and functions with those of other City divisions, departments and outside agencies as appropriate.
- Assists crew members with and/or performs duties of crew members as necessary; performs duties of supervisor as required in his/her absence.
- Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.
- Performs general clerical work as required, which may include but is not limited to copying and filing documents, entering and retrieving computer data, answering the telephone, completing forms and reports, etc.
- Attends training, meetings, workshops, etc., as necessary to enhance job knowledge and skills and maintain required certifications.
- Remains on call 24 hours per day, seven days per week, for emergency response.



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It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions and as requested as the discretion of management of the City.

Position Responsibilities - Additional Job Functions

- Perform other duties as assigned and requested.

Essential Skills and Experience

- Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in construction, utility maintenance or a closely related field.
- Must possess a valid state CDL driver's license.
- Must possess CPR and First Aid certifications.
- Must possess Water Distribution System Operator Class "A" license, trenching and excavation certification, confined space entry certification.
- Requires over four years and up to and including eight years.
- Demonstrate:
 - Excellent communication (verbal and written) and interpersonal skills with ability to develop strong professional working relationships across all levels of the organization.
 - Ability to speak compound sentences using normal grammar and word form.
 - Ability to plan effectively, set priorities, make sound decisions, and to manage/complete multi-faceted projects in conjunction with normal activity.
 - Superior organizational skills, strong quality orientation, and high attention to detail.
 - Computer proficiency and technical aptitude with the ability to use Microsoft Word, Excel, and Outlook and custom applications.
 - Strong ethical standards, reliability, professionalism, positive attitude, and ability to remain calm in stressful situations.

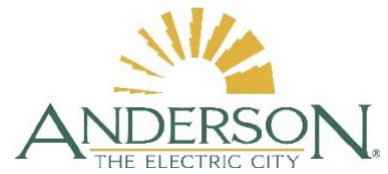
Beneficial Skills and Experience

Coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

Supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency. Work with other departments within the City with a good positive attitude.

Leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as light or heavy construction / specialized equipment and trucks, shop equipment, etc. Involves operations of limited scope.

Work Environment



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To ensure the greatest possible protection for employees in the workplace, the City of Anderson requires cooperative efforts of all employees with help in establishing and maintaining a safe and healthful work environment.

The City of Anderson requires that PPE (Personal Protective Equipment) be used by employees whenever workplace hazards are discovered that could damage any part of the body. In addition, the City of Anderson requires all employees to wear PPE, such as but not limited to, safety glasses, face shields, safety shoes, hearing protection (ear plugs/ear muffs), gloves, etc. as required by their job duties. PPE is to be used as a tool to eliminate and/or reduce the hazards employees face in their daily job duties.

PPE is not to be used and will not be used as a substitute for safe work practices, machine guards, or other controls designed by equipment manufacturers or other engineering sources. PPE is to be used in conjunction with these controls to increase employee protection.

ADA Compliance

The City of Anderson is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

ADA Guidelines

Physical Demands

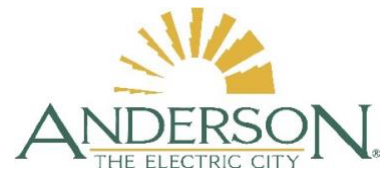
Stand	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Walk	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Sit	☒ Constantly	☐ Frequently	☐ Occasionally	☐ N/A
Handling	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Reach Outward	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
Reach Above Shoulder	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Climb	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Crawl	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Squat or Kneel	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
Bend	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A

Lifting Requirements

10 pounds or less	☐ Constantly	☒ Frequently	☐ Occasionally	☐ N/A
11 to 20 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
21 to 50 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
51 to 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
> than 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A

Pushing and Pulling Requirements

12 pounds or less	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
13 to 25 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
26 to 40 pounds	☐ Constantly	☐ Frequently	☒ Occasionally	☐ N/A
41 to 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A



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> than 100 pounds	☐ Constantly	☐ Frequently	☐ Occasionally	☒ N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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