

**BELFAST WATER DISTRICT
SUPERINTENDENT**

JOB DESCRIPTION

Nature of Work:

Responsible for the technical administrative and supervisory work in managing the operations of the Belfast Water District.

Responsible for overseeing the overall operations of the District and staff. Work involves engineering work and activities related to District operations financial, budgetary, and planning aspects. Work is highly independent, routinely involving multiple projects and changing priorities, reporting directly to a governing Board of Trustees, subsequently taking action and implementing policy as directed.

Essential Duties and Responsibilities:

Responsible for planning, organizing, and directing all operations of the Belfast Water District.

Plan for all phases of the District's responsibilities, develop and disseminate internal and external policies and procedures, and determine subordinate personnel's authority and duties.

Keep the Board of Trustees informed of operations. Oversee preparation of monthly and annual reports for presentation to the Trustees. Propose major methods, changes, and expenditures to the Board for their approval.

Organize and attend all regular meetings, special meetings, executive meetings, workshops, and public hearings of the District's Board of Trustees. Provide background information sufficient to keep the Trustees well informed and staff recommendations relative to the matter at hand. Subsequently assign and appropriate action to implement Board directives. Perform related managerial functions as assigned by the Trustees.

Conceive, prepare, recommend, develop, and oversee specific projects' implementation in all divisions to improve District operations' efficiency.

Review, plan, and approve design and specifications for installation/renovation/replacement of water lines and pumping facilities.

Oversee and participate in installing and maintaining water mains, hydrants, water services, pumping facilities, standpipes, and other projects.

Selection, promotion, demotion, and termination of District personnel.

Maintain current knowledge of Federal and State laws and regulations affecting District operations.

Respond to customers in person and telephone inquiries, complaints, and requests. Responsible for public relations for the District, including the dissemination of information to the news media.

Oversee the care and management of District-owned forest land via registered forester. Negotiate timber sales with logging company owners.

Act as the District representative for the Maine Drinking Water Program, Maine Public Utilities Commission, Maine Water Utilities Association, Maine Rural Water Association, New England Water Works Association, and American Water Association.

Responsible for District water quality and quantity related actions and decisions; and maintain regulatory compliance and resolving compliance issues.

Responsible for the District's Response Plans, Safety Program, Policies, and Procedures.

Perform weekend duty responsibilities, and respond to after hour emergencies.

Be able to perform physical labor when needed, sometimes in adverse weather conditions.

Perform related work as required.

Requirements of Work:

Ability to effectively manage administrative responsibility of a public utility involved in delivering water to users in the District.

Ability to direct, supervise, and motivate responsible subordinates in their responsibilities and improvement of their divisions.

Ability to perform independently as a self-starter, exhibiting a high degree of initiative in fulfilling a broad range of District and staff responsibilities.

Working knowledge of Civil, Public, or Environmental Engineering as it applies to water utility administration.

Extensive knowledge of District, federal, state, and municipal laws and regulations that affect a water utility operation.

Thorough knowledge of the processes and equipment involved in water utility operations, including mechanical, chemical, and other procedures.

Ability to maintain harmonious working relationships, productive work output, required performance levels, and high staff morale.

Ability to communicate effectively, both orally and in writing.

Willingness and ability to pursue professional improvement.

Education Required:

High School Graduate or equivalent

College or Technical school degrees in this field, a plus.

Training and Experience Required:

A minimum of five years of responsible experience in a combination of administrative, management, and engineering positions. Excellent organizational and administrative skills required, with pertinent supplementary coursework, particularly in personal computer applications.

Necessary Special Requirements:

A State of Maine Class III Water Distribution and Treatment Operator's License

A State of Maine Class C driver's license, A or B CDL license a plus.

Ability to be bonded.

Must reside within a 20-minute response time of the Belfast city limits.

The provisions of this job description and/or employment application do not constitute an expressed or implied contract and any provision contained herein may be modified or revoked at any time without notice. Meeting requirements and/or possessing the necessary qualifications for this position will not guarantee selection into the interview process. All applications received before the closing date will be reviewed by the Superintendent and the Board of Trustees who will determine those individuals best qualified to advance to the interview and selection processes.