

**CITY OF WEST POINT, MS WATER & WASTEWATER DEPARTMENT  
SUPERINTENDENT**

**Job Description**

**Job Title:** Water & Wastewater Superintendent, West Point Water System (WPWS)

**Responsible To:** General Manager

**Supervise Directly:** Employees of the water and wastewater systems and other assigned employees or coordinate third party contract performance

**Job Summary:** Responsible for planning, organization, operations, and maintenance of water treatment and distribution system and wastewater collection and treatment system

**Essential Functions:**

1. Establish goals and objectives for the water and wastewater operations
2. Work with supervisors/foremen in providing work plans and procedures
3. Develop leadership in subordinates
4. Analyze operating procedures and offer advice and counsel. Provide budget and analysis of fiscal status
5. Work with consultants, federal, state, county, and city officials
6. Stay current on rules, regulations, and laws applying to water distribution system and municipalities to include employment statutes and purchase law
7. Confer with supervisors on quality improvement
8. Work with contractors, builders, and customers in provision of quality service
9. Promote goodwill and work to enhance the image of WP water department
10. Support the development of safety programs and employee application of sound safety principles
11. Foster professional development for employees
12. Work closely with other City of West Point Department Managers to promote interdepartmental corporation
13. Perform other duties as requested by General Manager

**Preferred Educational Requirements**

1. Baccalaureate of Science (BS) in Environmental Engineering with concentration in water and wastewater treatment, or
2. Mississippi Registered Class B Water Treatment Operator and/or
3. Mississippi Certified Class III Wastewater Treatment Operator

**Alternate Educational Requirements**

A minimum of a high school diploma, GED, or equivalent, coupled with vocational preparation and experience of a minimum of ten (10) years on-the-job training in the water utility industry with essential experience in less responsible jobs including lower and mid-level supervisory responsibilities and resource management, which ultimately lead to a senior leadership position.

**CITY OF WEST POINT, MS WATER & WASTEWATER DEPARTMENT  
SUPERINTENDENT**

**Alternate Educational Requirements Multipliers**

Successful completion of sixty (60) college credit hours or an Associate Degree in Water and Wastewater Management, or other professional engineering field with training and experience developing and managing budgets and human resources

**Job Requirements**

1. Must have the ability to plan, organize, and direct work of a diverse organization
2. Must have ability to express ideas effectively both in writing and orally
3. Must have thorough knowledge of the materials, methods, engineering practices and equipment utilized in the design, construction, operation and maintenance of a water distribution and wastewater collection systems.
4. Must be familiar with the US Department of Environmental Protection Agency (EPA), the Mississippi Departments of Health (MDH) and Environmental Quality (MDEQ) requirements for water and wastewater systems.
5. Must be knowledgeable of the City of West Point, metering, billing, work order, inventory, and financial management systems, as well as third party contracts associated with the Water and Wastewater Department.
6. Must be able to set deposits, establish commercial contracts, and explain the billing system to ratepayers for the Water and Wastewater Department.
7. Must have experience in rate making and ability to calculate rates to recover operating costs
8. Must be able to maintain and understand monthly reports and income and expense statements
9. Must have thorough knowledge of administrative practices and procedures of an water distribution and wastewater collection system
10. Must be familiar with liability, property, health, and Workman's Compensation Insurance for filing and managing claims
11. Must be knowledgeable about federal, state and local laws applicable to a municipal water distribution and wastewater collection systems
12. Must be able to supervise subordinates, determining or interpret work procedures, assign specific duties, maintain harmonious relations, and promote efficiency and quality
13. Must have computer skills in Microsoft Word, Excel, and Power Point (or equivalent) and other OS software
14. Must have working knowledge of IT/Networking required to perform organizational duties
15. Must be capable of supervising all maintenance and operations functions associated with the Water and Wastewater Department
16. Serve as primary liaison to the MS Public Service Commission for inquiries and water rates
17. Must provide a minimum of semiannual counseling with written performance evaluations for crew foremen and chief operators for water and wastewater facilities
18. Must have and maintain a valid driver's license
19. Must be able to work outdoors in differing weather conditions and temperature variations and be able to lift 50 lbs.