

The City of Waukegan Invites Applications For WATER SUPERINTENDENT

Organization: City of Waukegan
Job Category: Water
Job Type: Full Time
Country: USA
State/Province: Illinois (IL)
City: Waukegan
Post Code: 60085
Salary and Benefits: Starting salary is \$86,595/+. Placement within the salary range will depend on qualifications and experience
Post Date: March 21, 2018
Closing Date: April 18, 2018

The City of Waukegan, IL (pop. 89,078) seeks experienced Class 'A' Certified Water Operators to serve as the community's next Water Superintendent. Located on the shore of Lake Michigan, the City of Waukegan is about 40 miles north of downtown Chicago and 8 miles south of the Wisconsin border. Residents enjoy convenient access to dining, shopping, and recreation, including the Genesee Theater and Waukegan's Municipal Beach, making Waukegan an ideal place to live and work.

The City is seeking an organized and collaborative professional with proven managerial experience, and strong communication, interpersonal and customer service skills. This position involves highly responsible administrative and technical knowledge in planning and directing the operations of the Waukegan Water Treatment Plant, water distribution system and metering.

THE POSITION:

The City of Waukegan Water Treatment Plant has the capacity to filter 18 million gallons daily and has average flows of approximately 9.9 million gallons per day. The water distribution system includes a booster station and ground storage tank at three locations within the City limits. The City distribution system contains approximately 334 miles of water main ranging up to 36-inch diameter.

The Water Treatment Plant was originally constructed in 1928 and was expanded in 1967. The water treatment plant generally consists of the following unit processes:

1. Primary Lake Michigan intake and related piping
2. Screen
3. Raw Water Pumps
4. Rapid Mixing
5. Flocculation and Sedimentation Basins
6. Filters (anthracite and sand dual media)
7. High Service Pumps
8. Solids handling, including thickening
9. Chemical addition including:
 - a. Alum

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- b. Carbon
- c. Chlorine (gaseous chlorine in 1 ton cylinders)
- d. Fluoride
- e. Permanganate
- f. Polymer

Under general direction, the Water Superintendent is responsible for the maintenance, operation, budget preparation and management for the Water Treatment Plant, associated equipment, facilities and personnel. With an aging Water Treatment Plant, the Water Superintendent will be tasked with managing and prioritizing numerous renovations and maintenance in the upcoming years.

The Water Superintendent reports directly to the Mayor but works independently, having responsibility for the City's water treatment and distribution system. The Water Superintendent will supervise approximately 36 union employees which currently includes: one Operator Supervisor, one Laboratory Supervisor, one Water Distribution Supervisor, one Meter Shop Supervisor, one Backflow Coordinator, one Administrative Assistant and thirty operators, maintenance and laborer staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages resources including infrastructure, staff, materials and equipment to reliably and consistently meet all EPA primary drinking water standards to provide safe drinking water to the community of Waukegan.
- Acts as the Responsible Operator In Charge of the City's water system.
- Build and maintain positive working relationships with co-workers, other City employees and public using principals of good customer service.
- Determines system needs, answers questions and solves problems regarding systems, equipment, employees and operations. Investigate complaints and recommend corrective action as necessary to resolve complaints.
- Responds to phone and written requests for information from the public and other agencies.
- Orders and purchases supplies, equipment and materials used at Water Treatment Plant and associated facilities.
- Ensures that materials such as chemicals are handled and stored in compliance with regulatory agencies' requirements.
- Schedules work shifts of employees. Maintains regular communication with plant and distribution staff regarding improvements, operation and maintenance coordination.
- Prepares monthly, annual, and special reports.
- Performs a general inspection of the treatment plant weekly.
- Prepares budget for water treatment and distribution activity.
- Establishes and assures compliance to plant operation safety standards.
- Trains and supervises subordinate employees and prepares performance evaluations.
- Recommends, plans, organizes and directs infrastructure improvements and operational changes to plant, equipment, facilities.
- Reviews reports of system operators.

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- Supervises the Water Distribution, Operation Supervisor, Laboratory Supervisor, Backflow Coordinator and Meter Shop Supervisor and provides coverage in their absence.
- When needed, provides assistance to the Public Works Director on the repair, maintenance and installation of the water distribution system.
- Attends City Council meetings, staff meetings and other conferences.
- Initiates studies regarding the water treatment needs of the City.
- Assumes additional responsibilities and performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- Possession of a valid Class 'A' water treatment plant operator's certificate as issued by the State of Illinois.
- A minimum of 5-10 years of water treatment plant operations/distribution system experience.
- A Bachelor's degree in Civil Engineering or a related field. Major course work in water technology, physical science, utility system maintenance and repair, construction technology, business administration or related field.
- A minimum of 2 years of experience in a supervisory role. Must be capable of management and supervision, and have the ability to logically plan, assign, and supervise a large and diverse group of employees, and to prepare work schedules.
- Ability to maintain discipline and the respect of employees, to lead and command employees effectively, and instruct employees in proper work methods and techniques.
- Valid State of Illinois Class D Driver's License is required.

SKILLS, KNOWLEDGE & ABILITIES

- Operation, management and administrative experience with a municipal surface water drinking water treatment plant.
- Have considerable knowledge of the governing regulations, operational processes and functions of a public potable water treatment plant and distribution system, and thorough knowledge of the chemicals, materials, equipment, methods and practices and reporting related to the operations and maintenance of the same.
- Understand how to develop and manage both O&M capital budgets for personnel, operations and maintenance, and equipment replacement.
- Have knowledge of record keeping.
- Have knowledge of basic laboratory procedures and the ability to perform basic tests.
- Have the ability to plan, organize, and direct a municipal water treatment system.
- Have the ability to maintain records and write reports effectively.
- Have the ability to follow and prepare clear written and oral instructions; have the ability to work cooperatively and communicate effectively with the public, water customers, elected officials, supervisors, and subordinates, peers and contractors.
- Demonstrate good judgement, thoroughness and dependability.

APPLICATIONS

- Qualified candidates should submit a resume, cover letter, and contact information for five (5) professional references to jobs@waukeganIL.gov. Please indicate Water Plant Superintendent in the subject line. Please note that hand-delivered, faxed or mailed submissions will not be accepted.

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SELECTION PROCESS

- A select number of the most experienced and best qualified applicants will be invited to participate in an oral interview (weighted at 100%). Upon a conditional offer, the successful candidate must pass a pre-employment physical and drug screen.