



The CITY OF BURNSVILLE
 Invites applications for the position of:

UTILITIES SUPERINTENDENT

An Equal Opportunity Employer

OPENING DATE: 11/06/2020

CLOSING DATE: 11/29/2020

STARTING SALARY: \$50.34 - \$54.19 hourly (2021 Pay Rates)
 \$104,726 – \$112,728 annually

SALARY RANGE: \$50.34 - \$62.79 hourly (2021 Pay Rates)
 \$104,726 - \$130,612 annually

DESCRIPTION:

Responsible for providing day-to-day management, planning, coordination, and oversight of the short- and long-term operations and maintenance of the City’s water and sanitary collection systems. This includes but is not limited to: ground water wells, surface water reservoir and pumping station, ground water and surface water treatment plants, storage reservoirs, water transmission and distribution piping, metering system including lost water and billing accuracy, sanitary collection system, sanitary lift stations, and controls. Provides safe and high-quality drinking water to customers in Burnsville, Savage, and a small portion of Eagan. Also ensures efficient conveyance of sanitary collection system wastewater to MCES wastewater interceptors.

ORGANIZATIONAL VALUES:

Our values:	Your contribution:
Collaboration: we value people and perspectives	<ul style="list-style-type: none"> • Empowerment of Utility Operators. • Build Relationships with Regulators & Customers.
Innovation: we are on the leading edge	<ul style="list-style-type: none"> • Continue Operating Surface/Ground Water Plant. • Utilize and Advance Asset Management System.
Excellence: we expect the best	<ul style="list-style-type: none"> • Provide Excellent Potable Water to Customers. • Provide Excellent Waster Water Collection.

ESSENTIAL JOB FUNCTIONS:

The most critical work to be done in the job.

1. Provides management and oversight of daily maintenance operations of the City's utility system

- Determines work project priority, maintenance, and service activities.
- Issues assignments and schedules work crews and equipment.
- Advances, promotes and ensures the use of technology in utilities operations including SCADA, GIS, Asset Management and others as applicable.

2. Prepares annual budget for Water Fund and Sewer Fund

- Determines estimated costs for maintenance operations.
- Determines training budget and assists with department training schedule.
- Assists budget team in utility improvement capital improvement plan development.

3. Supervises Utility Crew Leaders and Maintenance Workers

- Completes Performance Evaluations and Provides Job Related Development Feedback.
- Promotes and ensures utility employee certification requirements are being met.
- Participates in hiring and disciplinary activities for Utilities staff with human resources and department directors.
- Complies with collective bargaining contract and employee handbook policies and procedures.
- Ensures that all safety and health standards are implemented and communicated to utilities employees.

4. Provides Procurement and Project Management Activities for Utility Improvements and Maintenance According to City and State Purchasing Standards

- Provides project management on some projects and advises on others.
- Oversees procurement of various maintenance and improvement items related to the utilities' systems.
- Write City Council Meeting Agenda backgrounds as necessary for these activities and occasionally be available for City Council presentations as necessary.

5. Collaborates with Other City Departments and Exterior Customers and Agencies

- Coordinates Utility staff activities to provide excellent customer service and service to other departments as necessary.
- Maintains records and completes all necessary state agency reporting as it relates to water and sewer activities.
- Collaboratively develops customer service campaigns with City engagement staff to promote the Utilities Division and activities.

- Provide collaborative environment with Building Inspection and Engineering Divisions to ensure orderly and coordinated connections or modifications to the City's sewer and water assets.

PEOPLE MANAGEMENT:

People manager of the following:

- Supervises union utility operators including 3 crew leads and 10 maintenance employees.

PHYSICAL REQUIREMENTS:

Factors affecting how essential functions are successfully performed.

- Continuously must have sufficient physical ability and mobility to work in an office setting requiring repetitive hand movements and fine coordination including the use of a computer keyboard and mouse.
- Frequently must be able to stand, sit, walk, talk and reach with hands and arms.
- Semi-frequently must be on your feet for a considerable amount of time and walk a considerable distance.
- Occasionally must be able to bend, stoop, twist, climb, crawl and lift up to 50 pounds to over your head.

ENVIRONMENTAL CONDITIONS:

What is encountered while performing the essential functions of this job.

- Primarily works in an office environment but some field supervision, assistance and inspections on construction and maintenance sites are required in adverse weather and environmental conditions.
- Are continuously on call for utilities/City emergencies and supervising licensed operator.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Two years post-secondary education in public works, utility operation or related field
- Five or more years of progressively responsible experience water and/or sewer construction and/or maintenance
- Three years traditional supervisory experience or similar in a unique leadership role in utilities operations
- Possession of Class "A" Water License and Class "S-A" Wastewater license or ability to obtain within six months
- Strong working knowledge in Microsoft Office Product, SCADA, GIS, and Asset Management Systems
- Valid Driver's License prior to employment
- Must possess a valid Class B Commercial Driver's License without an air brake restriction or able to obtain within six months

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree
- Experience with surface water treatment
- APWA Public Works Certificate and/or Public Works Leadership Academy
- Utility engineering or construction technical knowledge

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Other testing as appropriate
- Must pass a DOT Exam and background check

APPLICATIONS MUST BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:
100 Civic Center Parkway
Burnsville, MN 55337
P: 952-895-4477