

# City of Ashland

## **JOB DESCRIPTION**

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**Job Title:** Utilities Superintendent  
**Department:** Water & Wastewater  
**Reports To:** Public Works Director

**Date:** 3/2026

### **JOB SUMMARY**

Serves as the City Utility Superintendent and is responsible for the training, supervision and performance of various skilled duties in the operation and maintenance of the City's water distribution system and wastewater collection system, including water towers, wells, and other related elements to ensure safe and adequate water for all customers. Monitors activities of employees and systems operations for areas of responsibility to ensure compliance with state and federal regulations. Will be required to perform duties on an on-call basis, as needed.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge of:**

- Federal, state and local laws and regulations related to maintenance, repair and operations activities of the City's water and wastewater systems.
- Various chemicals and the ability to apply the methods and techniques used in their application.
- Materials, procedures, methods and practices utilized in maintaining water supply and distribution systems, i.e. water sample testing and analysis, flushing and pressure testing, valve maintenance, and hydrant maintenance.
- Materials, procedures, methods and practices utilized in maintaining wastewater collection systems, i.e. wastewater sample testing, jetting and lift station maintenance.
- Precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.
- Geography of the City's water and wastewater district.
- City responsibilities and ability to use independent judgment in the performance of duties.

#### **Ability to:**

- Apply techniques used in emergency and evacuation procedures.
- Perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.
- Operate and maintain vehicles, machinery, equipment and tools pertaining to duties performed.
- Accurately read and interpret technical sketches, blueprints and instructional manuals.
- Provide effective leadership through planning, assigning, directing, and supervising the work of direct reports and other City staff as appropriate.
- Work independently and safely without close supervision.
- Accurately prepare and maintain various records, reports and other departmental documents.
- Interact with the general public in a courteous and tactful manner.
- Perform job duties efficiently while managing frequent interruptions.
- Troubleshoot basic electrical repairs.
- Work from heights.
- Plan and organize a personal work schedule set priorities and meet deadlines.
- Understand and follow both oral and written instructions.
- Communicate effectively, verbally and in writing, in English.
- Establish and maintain effective working relationships with the general public, other employees, and municipal officials.

### **EDUCATION AND EXPERIENCE**

1. Must have, or obtain within 1 year of hire, a State of Nebraska Grade III Water Operator's license.

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2. Must have, or obtain within 1 year of hire, a State of Nebraska Grade II Wastewater Operator's license.
3. Must have three (3) years experience in the field of water treatment and water supply, or an equivalent combination of education, training and experience.
4. Must have three (3) years experience in the field of wastewater treatment, or an equivalent combination of education, training and experience.
5. Must maintain all licensures as required.
6. Must be bondable.
7. Must possess a valid driver's license and class B CDL, or be willing to obtain a class B CDL within 1 year with a tanker endorsement.
8. Must be willing to obtain further education, training, and certifications as deemed appropriate and within a time frame established by the employer.

## **PHYSICAL REQUIREMENTS**

Seeing and hearing: read documents, computer screen, answer phones, communicate in person.	75-100%
Standing and walking.	50-74%
Sitting	0-24%
Climbing, stooping, squatting and kneeling.	25-49%
Dexterity: utilizing phone, typing, and writing.	25-49%
Lift in excess of 10 pounds	25-49%

## **ESSENTIAL JOB FUNCTIONS**

### **Manages Department and Supervises Staff**

- Supervises dedicated and shared maintenance staff in areas of responsibility.
- Plans, assigns and reviews work. Ensures staff compliance with departmental policies, procedures, and applicable regulatory requirements.
- Trains department maintenance staff, evaluates job performance and disciplines employees as appropriate.
- Works directly with Public Works Director to coordinate the scheduling of employees to assist other departments with City maintenance duties as necessary.
- Handles employee grievances as necessary.

### **Manages the Maintenance, Repair and Operation of Water Distribution Systems and Wastewater Collection Systems**

- Responsible for managing staff and personally performing work to ensure the maintenance, repair, operation and cleanliness of the wastewater treatment plant, water storage areas and other related facilities within the collection and distribution systems.
- Ensures the City water and wastewater systems follow the appropriate maintenance programs for both preventative and proper corrective maintenance including maintaining records on each piece of equipment, periodic inspections and maintenance of electrical components, and proper and timely cleaning of structures and components.
- Assists in ensuring the maintenance of a safe work environment for all employees by monitoring employees in safe and efficient operation of various equipment, skills and techniques.
- Maintains proper levels of all chemicals necessary to treat the water and wastewater.
- Responsible for the collection, analysis and reporting of all necessary water and wastewater tests, including daily, weekly and monthly readings; keeps record on all elements as required by local, state and federal rules and regulations.
- Reads all well meters, sewer lift stations; records daily flows from water wells and wastewater treatment plant systems.
- Makes reports and recommendations to the Public Works Director, City Administrator, and City Council concerning areas of responsibility. Provides monthly flow reports and detailed reports at a minimum of every 6 months to inform the City Council of the condition of the water and wastewater systems, all mains, pipes, hydrants, reservoirs and machinery. Informs Public Works Director, City

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Administrator and City Council of needed improvements, repairs, extensions, additions or any additional employees he/she may believe are needed.

- Collaborates with the Public Works Director for annual budgetary requirements and makes recommendations in the preparation of the annual budget to the City Administrator.
- Performs various water activities including but not limited to installation of meters and MXU's, meter reading, service line shut-off/turn-on, GPS mapping for line locates, water main breaks, flushing and pressure testing, valve maintenance, water taps and hydrant maintenance, in coordination with the Public Works Director.
- Works with Utility Billing Clerk to troubleshoots meter reading issues.
- Utilizes hand held radio read units and is able to operate Trimble unit and iPad.
- Assists in coordinating activities with City and State engineers on water and wastewater related problems and expansions; works with the Nebraska Department of Water Energy & Environment (NDWEE) field representatives and engineers as needed.
- Assists in the new installation of water infrastructure and other elements within the distribution system.
- Jets sewers as needed. Maintains and updates backflow records.
- Inspects generators on a weekly basis at lift stations and wells to ensure they are in proper working order.
- Handles calls in response to water and wastewater emergencies.
- Approves claims for designated departments.
- Operates various departmental equipment, machinery, vehicles and basic hand, power and electric tools in the performance of duties and according to established guidelines.
- Ensures the proper maintenance of tools and equipment by cleaning and checking tools and equipment after use.
- Maintain the water supply inventory.
- Responsible for maintaining a safe work environment in the performance of duties.
- Receives citizen complaints and handles the situation or seeks help from the Public Works Director or City Administrator for resolution.
- Establishes and maintains positive public relations with the general public, other employees, other governmental agencies and municipal officials.

### Grounds Maintenance Duties

- Provides snow removal and mowing duties as required.

Performs other duties as assigned.

***Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.***