

## **WATER SUPERINTENDENT**

The City of Wheeling is seeking a Water Superintendent. Under the general direction of the Public Works Director, plans and directs policies and practices for three (3) divisions in the Water Department according to federal, state, and local regulations to ensure water quality, quantity, and fire protection to all users of the water system.

Plans, directs, coordinates and controls the activities of the Water Department staff including payroll, recommendations for hiring, assigning and reviewing work, performance evaluation, scheduling leave, and providing daily work instructions; prepares and monitors Division budget; oversees purchasing of equipment and supplies, inventory control and accounting procedures; assures that services delivered by staff meet quality and timeliness standards; plans for the addition of new services and/or the expansion of unit functions; attends staff and other meetings as required.

Develops policies and practices to ensure water quality and compliance with all federal, state and local regulatory entities; maintains awareness of changes in regulations and implements operational changes when required; assist with responding to appeals of proposed rates and helps prepare supportive documents; works with consulting Engineer to prepare annual engineering report required by bond issues; reviews documents for bond Attorneys, bond Accountants and Investment Bankers.

Directs preparation of and reviews specifications for all material and services required in the department, including Request for Proposal of engineering contracts or construction contracts; receives, investigates and responds to emergency situations and customer complaints; performs other duties as assigned.

Qualifications: A Bachelor's Degree in Physics, Chemistry, Sanitary or Civil Engineering or related area or ten (10) years of progressively responsible work experience in water utility with at least two (2) years was a supervisory capacity. Class IV Water Treatment Plant Operator classification strongly preferred but not required. May be required to secure additional certifications as required by Federal, State and Division regulations. Must possess a valid driver's license.

Interested applicants with the required qualifications interested in applying for this position must submit a letter of interest outlining specific qualifications and/or resume no later than Friday, December 15, 2017 to:

Human Resources Department  
Teresa Hudrlik, Human Resources Director  
City of Wheeling  
1500 Chapline Street / Room 301  
Wheeling WV 26003  
No Telephone Calls Please!  
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