

Lake Havasu City, Arizona

Class Description



Title: Water Superintendent
Department: Public Works
Division: Water
Grade: CP18

FLSA Status: Exempt
Job Code: 42001
Updated: 7/5/2025
Salary: \$4,234.58-\$6,140.48

General Definition of Work

Performs complex advanced technical work managing, supervising and coordinating water plant operations and maintenance, ensuring water plant operations and activities are in compliance, creating and administering the budget, and related work as apparent or assigned. Work is performed under the general direction of the Director of Public Works. Divisional supervision is exercised over all personnel within the assigned division(s).

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Supervises and coordinates daily operations; assigns, leads, trains and inspects the work of staff; recommends personnel actions; coaches, counsels and evaluates staff performance; develops staff schedules; ensures deadlines for the division are met.

Serves as the City's technical expert on behalf of the Water Division; serves as a liaison between divisions, outside agencies, and the public and ensures health and safety; coordinates and communicates with Public Works Director, City Manager and City Council.

Reviews as-built plans for potential point of failure.

Prepares and presents the divisional budget; monitors and controls division's expenditures; assists with the development of the departmental budget.

Ensures compliance with Arizona Department of Environmental Quality (ADEQ) and Environmental Protection Agency (EPA), permitting and actions; monitors plant performance in meeting water quality standards; ensures work is completed in a safe, timely, and efficient manner in accordance to applicable procedures, rules and regulations, and federal, state and local laws.

Oversee the division's asset management.

Develops implements and oversees policy, procedures, and practices for the division.

Manages agreements with other government groups.

Establishes and maintains effective working relationships with government agencies, City employees, and the general public.

Operates and maintains motor vehicles or other work-related equipment requiring a valid driver's license.

Minimum Qualifications

Bachelor's degree with coursework in engineering, environmental science, or related field and extensive experience in water treatment and collection, including considerable supervisory experience; or equivalent combination of education and experience.

Special Qualifications

Possession of Grade IV Water Distribution System Operator and Grade IV Water Treatment Plant Operator Certifications at hire.

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Must meet and maintain all training and education requirements for the position.

Valid Driver's License of the appropriate class.

Knowledge, Skills & Abilities

Comprehensive knowledge of the theory and processes of operating a modern water treatment and of the machines, equipment, and materials used in such treatment and of recent developments in the field; comprehensive knowledge of hydraulic, chemical, and mechanical principles pertinent to water plant operations; comprehensive knowledge of the occupational hazards of the work and of the necessary safety precautions.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in the use and care of hand tools; skill in the operation of plant equipment; skill in planning, budgeting, supervision, public relations, and technical writing.

Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures; ability to delegate authority and to plan, lay out, and supervise daily technical and maintenance operations; ability to collect, test, and analyze water samples along with maintenance activities; ability to perform a variety of tests involved in quality control; ability to understand and follow oral and written instructions; ability to read meters and charts accurately and to maintain records of shift operations; ability to effectively lead, motivate, and supervise the work of others; ability to establish and maintain effective working relationships with associates, City staff, contractors, customers, department heads elected officials, executive management, local businesses, subordinates, vendors, and the general public.

Working Conditions

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting and occasionally requires standing, walking, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).
