



Meridian Service Metropolitan District Job Description

Job Title: Water & Wastewater Superintendent - ORC

Reports To: General Manager

FLSA Status: Exempt

ACA Status (PT or FT): FT

Salary Range: \$91,000- \$115,000

Summary: The Water & Wastewater Superintendent is responsible for overseeing the District's water and wastewater operations including administration, water supply, treatment, distribution; wastewater collection, conveyance, treatment; and regulatory compliance.

Duties and Responsibilities

- Serves as certified operator in responsible charge (ORC) of water supply, treatment, and distribution operations; and of wastewater collection and conveyance (District has no wastewater treatment facilities) in accordance with the State of Colorado Department of Public Health and Environment Regulations.
- Supervises the operations and inspection of new construction of District water and wastewater facilities.
- Plans, assigns, and directs day-to-day operations for the Water & Wastewater department
- Inspects new construction and repairs of existing water and wastewater facilities and pipelines to assure compliance with standards and design specifications.
- Coordinates the procurement of supplies, equipment, and contractors to achieve the objectives of the Water & Wastewater division, including chemicals, testing supplies and equipment, capital items such as vehicles and equipment, and construction and maintenance contractors of many kinds.
- Ensures that activities and reporting required by regulatory agencies are completed accurately and on time.
- Establishes a regular inspection & maintenance program that results in low numbers of breakdowns or outages and reports those outcomes to the General Manager on a regular basis.
- Implements effective safety training and incident management program in partnership with District administrative staff and the District's property & liability and workers' compensation provider.
- Responds promptly to emergencies, including but not limited to water main breaks and contamination events.
- Makes budget-related recommendations to the General Manager, including those relating to staffing, capital investments, and operational expenses, and monitors conformance to the budget as adopted by the Board of Directors.
- Engages with residents on water/wastewater issues, especially during outages or service concerns.
- Other duties as assigned.

Supervisory Responsibilities

- Has direct reports
- Responsible for the overall management and evaluation of water and wastewater operations staff.
- Carries out management and supervisory responsibilities in accordance with the organization's

WATER & WASTEWATER SUPERINTENDENT



Meridian Service Metropolitan District Job Description

policies and applicable laws.

Education/Experience

- High school diploma or general education degree (GED).
- At least six (6) years related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses

- Colorado water distribution operator certification, Level 2 required
- Colorado water treatment operator certification, level C required
- Colorado wastewater collection system operator certification, level 2 or above required
- Valid Driver's License

Equipment

- Must be able to use the following equipment:
 - Lift stations with primary wastewater treatment
 - Pumps
 - Electrical motors
 - Light equipment like back hoes and skid loaders
 - ATVs with plows
 - Commercial service trucks including sewer vacuum trucks and utility trucks with cranes
 - Valves – manual and actuated
 - Combination Trucks

Required Skills and Abilities

- Must have a working knowledge of SCADA software.
- Ability to analyze and process SCADA data.
- Maintains an innovative and diplomatic managerial approach to problem-solving and team building
- Understands a wide variety of environmental issues, programs, and regulations.
- Understands Colorado Water & Wastewater laws and regulations.
- Ability to lead and direct effectively in a positive and friendly manner with direct reports, coworkers, and the public.
- Organizational skills.
- Business analysis skills
- Risk analysis skills

Physical Demands

- While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, walk on even and uneven surfaces, climb stairs

WATER & WASTEWATER SUPERINTENDENT



Meridian Service Metropolitan District Job Description

- Must be able to see, talk and hear effectively
- Must be able to lift 50 lbs.

Work Environment

- Work locations include indoor and outdoor environments.
- Frequent exposure to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- Occasional exposure to high places and risk of electrical shock.
- Generally higher than normal noise level.

Equal Opportunity

Meridian Service Metropolitan District is an equal opportunity employer and is committed to fostering an inclusive and diverse workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic as outlined by federal, state, or local laws. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. We encourage individuals from all backgrounds to apply and join our team.

I acknowledge that I have received, read, and understand this job description. I understand that it is intended to describe the general nature and level of work assigned to this position and is not an exhaustive list of all duties and responsibilities.

Employee Signature _____ Date _____