

**BROADVIEW-WESTCHESTER JOINT WATER AGENCY  
SUPERINTENDENT  
DESCRIPTION OF DUTIES**

**GENERAL PURPOSE**

Under general supervision, directly assist and support the Board of Directors and the Executive Committee by supervising and performing activities related to operations, maintenance and control of the Broadview-Westchester Joint Water Agency's (the "Agency") water pumping, distribution, treatment, and hydroelectric facilities. Participate in, and help oversee, sample collection and basic laboratory testing, meter reading, water service connections, backflow compliance, and other customer service work. Assist and support the Board of Directors and the Executive Committee as directed. Perform all duties set forth in Section 4(f) (Employment and Personnel) of the Intergovernmental Agreement For The Establishment Of The Broadview-Westchester Joint Water Agency And For Water Sale And Purchase Contract. The principal business offices and primary pump station for the Agency is located at 2222 South 10th Avenue, Broadview, Illinois 60155. The Agency provides water from the City of Chicago to the Village of Broadview, Village of Westchester, Hines VA Hospital, Loyola Medical Center and John J Madden Mental Health Center. Water is transmitted to the Agency via a 24" Diameter PCCP Transmission Main. The Agency pumps an average of 4.2 MGD per day.

**ESSENTIAL FUNCTIONS AND DUTIES**

**Operations:**

1. Directly oversee and manage all aspects of operations and control of the Agency's water pumping distribution, treatment and hydroelectric facilities.
2. Perform system operations activities as the Chief Operator in Charge. Duties include:
  - o Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements;
  - o Starting and controlling plant processes and chemical systems to treat water in accordance with EPA/IEPA Permit and other operating requirements;
  - o Oversight and assist in handling and storage of water treatment chemicals;
  - o Performing water sample collection and various laboratory testing and analytical procedures;
  - o Monitoring, storing and controlling power generation equipment in a safe manner; and
  - o Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
3. Cross-train, with the Agency, customers to ensure proper system-wide operations.
4. Preparation of monthly operations reports, oversight of day-to-day operations, oversight and quality assurance on SCADA system development.

**Customer Service:**

1. Perform Customer Service duties as necessary.
2. Respond to and document customer inquiries/complaints about water service, water quality and service installation requests in a timely manner.

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

- Principles, practices and operation of water pumping, treatment and distribution;
- Federal and State regulations relating to water quality, treatment and distribution;
- Collecting water samples and performing laboratory testing procedures;
- Reading meters and accurately recording water usage;
- Budgeting and project planning, and cost estimation for service installations;
- Safety regulations, programs and safe work practices;
- Interpretation of user manuals, repair manuals, schematic diagrams and blueprints;
- Operating a variety of vehicles and power-driven equipment;
- Dealing tactfully and courteously with customers. Handling customer inquiries and complaints;
- Cooperative working relationships. Teamwork to solve practical problems, and to plan and coordinate workload among a small, close-knit workforce;
- Strong working knowledge of computers using both standard (Microsoft Office) and specialized application software;
- Strong written and oral communication skills;
- Ability to compose routine correspondence and reports; and
- Strong arithmetic and basic mathematics skills.
- Handle administrative matters, including budget and report preparation, attendance at monthly Agency Board meetings and other meetings with government agencies.

## **TRAINING AND EXPERIENCE**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- High school diploma or GED.
- Community College, technical or other course work relevant for this position is beneficial.
- Three to five years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities.
- Requires extensive knowledge of Supervisory Control and Data Acquisition (SCADA) system as they pertain to a water distribution system.
- Responsible for managing and creating web-content of the Agency.
- Requires working knowledge of rules and regulations of the Illinois Environmental Protection Agency pertaining to the distribution system and production and the treatment of potable water.

## **SPECIAL REQUIREMENTS**

1. Must possess a valid Illinois Driver's License, and must maintain a driving record acceptable to the Agency and its insurance carrier. Compliance with this requirement is a condition of continuing employment.
2. Class "C" Water Operators License issued by the State of Illinois. Must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
3. Must be able to work evenings and weekends. Must be available to respond to emergencies which affect the Agency, such as power outages, pipeline breaks, high water events and chlorine leaks.
4. Must be able to be "fit tested" and use respiratory protection devices or other safety

- equipment. Must be able to participate in confined space operations.
5. Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

#### **ESSENTIAL PHYSICAL ABILITIES**

Persons selected for appointment to this position must pass a pre-employment medical examination and drug screening, which the Agency pays for. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification. A person employed in this position must be able to:

- a) Sit for extended periods of time;
- b) Operate a variety of office equipment (computer, copy machine, fax, etc.);
- c) Operate motor vehicles and other equipment;
- d) Operate a variety of hand and electric tools;
- e) Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling and climbing, and also have manual dexterity;
- f) Perform additional physical activities to position or move tools, equipment and supplies which may involve lifting, and pushing or pulling motions;
- g) Wear a respirator and other personal protective equipment;
- h) Understand and carry out oral and written directions;
- i) Communicate well with others, verbally and in writing;
- j) Work cooperatively and get along well with other people; and
- k) Investigate and solve complex problems which involve the ability to perform visual inspections, ability to hear normal versus abnormal noises/sounds, ability to view and respond to operational control screens including alarms, and ability to think critically.

**SECTION 4(f) (SUPERINTENDENT; DUTIES) of the Agency IGA:** The Superintendent shall be the Chief Administrative Officer of the Agency and shall be responsible for the efficient administration and management of the Agency. The duties of the Superintendent shall include, but are not necessarily limited to, the following:

- (i) Administrative responsibility for the organization, acquisition, construction, operation and maintenance of the water supply system of the Agency.
- (ii) Enforcing the Ordinances and Resolutions of the Agency.
- (iii) Supervising all administrative staff and consultants of the Agency; and hiring (subject to budgetary constraints), firing and disciplining non-managerial, non-supervisory and non-professional personnel.
- (iv) Preparing an agenda for each Board and Committee meeting in advance of the meeting for general distribution.
- (v) Attending all Board and Committee meetings unless excused therefrom.
- (vi) Attending any Board and Committee meetings at which his or her attendance has been requested.
- (vii) Attending relevant meetings of the Members, if so requested.
- (viii) Recommending policies, plans and procedures for the organization, construction, acquisition, operation and maintenance of the water supply system of the Agency.
- (ix) Purchasing materials and services and approving change orders less than \$2,500.00 in value (all other purchases and change orders shall be approved by the Directors).

Purchase orders, invoices or change orders for materials or services shall be not be prepared or adjusted to avoid exceeding the \$2,500.00 limitation above.

- (x) Preparing all checks and maintaining a check register.
- (xi) Preparing a monthly statement of receipts and disbursements.
- (xii) Reconciling bank statements on a regular basis.
- (xiii) Preparing an annual budget.
- (xiv) Maintaining a central file of all correspondence and other documents and materials pertaining to the affairs of the Agency.
- (xv) Preparing and presenting to the Board and Committee for consideration and approval such administrative, rules and procedures, and orders as may be necessary and appropriate.
- (xvi) Representing the Agency before conferences, professional associations or relevant public hearings when requested by the Committee to do so.
- (xvii) Executing all contracts and other agreements and documents duly authorized to be signed on behalf of the Agency, except such contracts and other agreements and documents as may be required to be signed by the Chairman or some other officer of the Agency.
- (xviii) Assigning such duties as may be properly delegated to the Clerk.
- (xix) Assuring compliance with the Open Meetings Act and Freedom of Information Act, and the forwarding of Board and Committee meeting minutes to the Members.

## **COMPENSATION AND BENEFITS**

**Initial Annual Salary:** To be determined by the Board of Directors based on the experience level of the successful candidate.

**Employee Benefit Plans:** The Superintendent shall be eligible to participate in all employee benefit plans, as may be in effect from time to time, offered by the Agency for its full-time salaried employees having levels of responsibility equivalent to that of Employee; provided, however, that participation shall be subject to all of the terms and conditions of such plans, including, without limitation, all waiting periods, eligibility requirements, vesting contributions, exclusions and other similar conditions or limitations. Such benefits may include but are not limited to: Paid holidays and paid personal days, Group Health Insurance, Dental Insurance, Term Life Insurance, a 457 Defined Contribution Plan administered by the International City/County Management Association, use of an Agency cell phone and an Agency laptop, and the Agency contribution to State and Federal taxes including FICA, Worker's Compensation, Unemployment Compensation and Employer Pension Contribution if any (per statute).

**Flexible Benefits Program:** Such benefits may include but are not limited to: A "Flexible Benefits Program", established under Section 125 of the Internal Revenue Code and a Flexible Spending Account ("FSA").

**Vacation and Sick Leave:** The Superintendent shall be entitled to paid holidays, vacation days and sick days each calendar year as provided for in the Agency's Employee Handbook dated December 19, 2019, with such vacation days to be taken at such times as mutually agreed upon by the Agency and the Superintendent. The Superintendent shall accrue and receive full compensation and benefits during their vacation and sick leave periods in accordance with the Agency's applicable policies and/or plans.

Dated; April 28, 2022.