

City of Whitewater

201 S. Elm Street
P.O. Box 149
Whitewater, KS 67154
316-799-2445



City of Whitewater Job Description

City Superintendent

Position Overview

The City of Whitewater City Superintendent is expected to be physically fit, be able to pay attention to detail and have the ability to complete and assign duties. The Superintendent oversees, plans and coordinates all daily, weekly and monthly tasks to completion. One of the primary responsibilities is to ensure the provision and safe supply of drinking water to the citizens of Whitewater. This individual must be able to comfortably & tactfully deal with the public in all situations. The maintenance & upkeep of all city buildings and grounds is the responsibility of the Superintendent.

Responsible For:

- Annual Water Report submitted to the KDHE
- Quarterly submit wastewater samples and reports to KDHE
- Operate, maintain & troubleshoot Lift Station & Lagoons
- Monthly & Quarterly submit water samples to KDHE
- Preparation & Conducting a KDHE inspection of water & wastewater
- Preparation & Conducting a Department of Labor inspection
- Coordination of annual sewer cleaning and any emergency cleanings
- Evaluation of city streets & coordination with vendors for updates
- Operation, maintenance & troubleshooting of car wash
- Dig cremation graves at the Whitewater Cemetery
- Maintaining the dump & burn the brush pile as needed
- Coordination with Athletic Director for set-up and other needs for High School baseball & softball games
- Enforce water & sewer codes, inspect and repair water/sewer lines
- Assistant Zoning Administrator, enforces all city zoning and regulations
- Monthly report at City Council meetings

Working Knowledge:

- of storm water drainage and installation of drainage structures
- to locate underground utilities
- ability to coordinate with city engineer on special projects and plans
- operation of backhoes, loaders, skid steers, trucks, mowers, etc.
- testing equipment, computers, welding equipment, etc.

DUTIES:

Day to Day

- Read water meters
- Work in/& around raw sewage/wastewater.
- Manual digging & excavating
- Parks & Facility Maintenance/upkeep
- City building Maintenance/upkeep
- Respond to water & sewer calls 24/7 & determine course of action.
- Clear minor sewer blockage & call help for larger problems
- Set up barricades for Fall Festival
- Clean & maintain equipment
- Paint street markings
- Street sign maintenance
- Oversee & plan the day to day tasks
- Safe work habits
- Daily problem solving
- Accountable for department spending

Requirements

- 1 - 3 years in similar/related experience.
- Acquired knowledge & Skill to perform job reasonably within 6 months to a year.
- High School Diploma
- Technical degree or 2 yrs college credit in related field preferred.
- Must maintain a drivers license
- Obtain & Maintain a Class 1 Wastewater Certification
- Obtain & maintain KDHE Operator Certification in Small Water Supply