



Thanks for your interest in the  
**Water Superintendent**  
position at  
Watertown Municipal Utilities.

**To be considered, applicants must submit the following:**

- \* Completed Application
- \* Cover Letter
- \* Resume
- \* References

**Return to:**

Watertown Municipal Utilities  
Attn: Human Resources  
901 - 4<sup>th</sup> Avenue SW  
Watertown, SD 57201  
(605) 882-6233  
(605) 882-6238 – fax  
[hr@watertownmu.com](mailto:hr@watertownmu.com)

\*\*\* Drop box available at the Utilities' office.\*\*\*

**Job Description and Application Form Also Available On-line At:**

[www.watertownmu.com](http://www.watertownmu.com)

**Deadline to apply:**

[Open Until Filled](#)



# WATERTOWN MUNICIPAL UTILITIES

## APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER



**Note:** This form is intended for use in evaluating your qualifications for employment. It is not an employment contract. Please answer all questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment. Applicants are considered without regard to race, color, religion, national origin, gender, age, disability, marital status, veteran status, sexual orientation, citizenship, or any other characteristic protected by law in all employment decisions.

**Complete All Questions - Please Print or Type Carefully**

### PERSONAL DATA

Last Name		First Name		Middle Name/Initial	
Home Address (Number, Street, PO Box, Apt/Suite)			City	State	ZIP
Home Phone (with area code)		Cell Phone (with area code)		E-mail Address:	
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of eligibility will be required upon employment)	
Is additional information relative to a change of name, use of an assumed name, or nickname necessary to check on your employment record? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide name(s) used.					
If you have any relatives who are employed by Watertown Municipal Utilities, please provide their name and your relationship.					
Have you ever applied here previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, when did you apply? _____ What position did you apply for? _____					
Do you claim veteran's preference? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, attach a copy of DD214 (separation papers)					
It is the policy of Watertown Municipal Utilities that all employees must reside within ten miles of the intersection of Kemp Avenue and Broadway Street and within Codington County. Do you currently reside within this area or are you able to relocate within the first 6 months of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been employed here previously? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, Starting Date: _____ Ending Date: _____					
Position(s) Held			Reason for Leaving		

### POSITION APPLIED FOR

Position Desired		What date are you available?	Work Availability <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Summer Only		
How did you find out about the position and/or our organization?			Are you willing to travel? IF YES, any restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If position requires driving, provide the following:	License No.	State Issued	Expiration Date	Class	

### EDUCATION - If diploma/degree received under a different name, please provide: \_\_\_\_\_

School	Name of School / Issuing Agency - City & State Where Located	Degree Received	Did you Graduate?	Date Degree Received	Major & Minor Fields of Study
High School or equivalent			N/A	Leave Blank	DO NOT COMPLETE FOR HIGH SCHOOL
College					
College					
Other					

### EMPLOYMENT HISTORY – List all employment for the past ten (10) years

Watertown Municipal Utilities  
 901 4<sup>th</sup> Avenue SW, Watertown, SD 57201  
 605-882-6233 (phone) - 605-882-6238 (fax)  
[www.watertownmu.com](http://www.watertownmu.com) - [hr@watertownmu.com](mailto:hr@watertownmu.com)

**APPLICANT NAME** \_\_\_\_\_

<b>PRESENT/LAST EMPLOYER</b>  Is this present employment?  <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, may we contact?  <input type="checkbox"/> Yes <input type="checkbox"/> No	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving		Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>2ND PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving		Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>3RD PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving		Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>4TH PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving		Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	
<b>5TH PREVIOUS EMPLOYER</b>	Company Name and Street Address		From (month/year)	To (month/year)
	City & State Where Located	Phone No. (with area code)	Type of Business	Ending Salary
	Position Title	Reason for Leaving		Are you eligible for re-hire? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of Supervisor	Title of Supervisor	Supervisor's Phone No. (with area code)	

If needed, use another sheet for additional employment.

**PROFESSIONAL AND / OR ADDITIONAL QUALIFICATIONS**

**APPLICANT NAME** \_\_\_\_\_

Provide professional memberships, certificates, or licenses held relevant to your ability to perform the job (exclude those indicating race, color, religion, sex, sexual orientation, national origin, physical or mental disability, or labor organization affiliations.)

License: \_\_\_\_\_ Issuing State: \_\_\_\_\_ License/Certification No.: \_\_\_\_\_

Has professional license ever been revoked or suspended?  Yes  No

If YES, state reason(s), date of revocation/suspension and date of reinstatement.

List additional relevant skills or abilities:

**PROFESSIONAL REFERENCES** List individuals familiar with your work - do not include relatives.

Name	Employer / Title	Relationship	Years Known	Contact Information (include area code)
				Daytime Phone: Evening/Cell: E-mail:
				Daytime Phone: Evening/Cell: E-mail:
				Daytime Phone: Evening/Cell: E-mail:

**CRIMINAL HISTORY**

**Have you ever been convicted of a crime or violation other than a minor traffic infraction?**

Conviction of a crime is not an absolute disqualification for employment. Factors such as the type and seriousness of the offense, frequency of violations, applicant's age at the time of the conviction and the date of conviction or time elapsed since the conviction or completion of any sentence in addition to other job-related criteria are considered in all employment decisions.

Yes  No If yes, please explain below the circumstances surrounding such offense, including place, date, court, etc.

**DRUG-FREE WORKPLACE ACT COMPLIANCE:** Watertown Municipal Utilities complies with the Drug-Free Workplace Act. As a condition of your employment, you will be asked to participate in drug screening. If you refuse such screening or test positive (evidence of drug usage) you will not be offered employment or such offer will be withdrawn.

**AMERICANS WITH DISABILITIES ACT COMPLIANCE:** Watertown Municipal Utilities fully subscribes to the provisions of the American With Disabilities Act and will attempt in its employment process to make any reasonable accommodations necessary to assist qualified persons with disabilities.

I certify that I have read and understand the "Note" on Page 1 of this application and that the information furnished herein and during the application process is true, complete, and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts will result in refusal to hire or, if hired, will result in my dismissal at any time regardless of when false answers or omissions are discovered. I understand that Watertown Municipal Utilities may share the information contained in this application with other WMU employees for employment and administrative purposes and hereby consent to such transfer. I hereby authorize Watertown Municipal Utilities to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law and will complete the requisite authorization forms for the background investigation. I agree to submit to legally permissible pre-employment testing upon request by Watertown Municipal Utilities and recognize that the results of these tests may be used to determine my employment or continued employment. I recognize that this employment application is not an offer of employment.

In consideration of employment, I agree to conform to the rules and regulations of Watertown Municipal Utilities and I understand that no representative of Watertown Municipal Utilities has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to Watertown Municipal Utilities' policy.

<b>APPLICANT'S SIGNATURE</b>	<b>DATE</b>
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Revised 3/1/11  
Revised 3/1/12  
Revised 4/1/13  
Revised 1/4/21



# WATERTOWN MUNICIPAL UTILITIES



**Job Title:** Water Superintendent

**Reports To:** Director of Operations

## GENERAL DESCRIPTION

This is a responsible supervisory and administrative position that oversees the daily operations of managing the production, construction, maintenance, and repairs to the city water system.

The Water Superintendent is responsible for planning, organizing, and directing the safe and efficient operation and maintenance of the City's water production and distribution system. Work is performed with considerable independence under the general direction of the Director of Operations and in accordance with municipal utilities and state policies and federal rules and regulations. Supervision is exercised directly or through a subordinate supervisor. Work is reviewed through reports with standards of other governmental agencies.

## ESSENTIAL FUNCTIONS

Responsible for operation and maintenance of well water treatment facilities, storage reservoirs, booster stations, wells for raw water supply, raw water transmission, and water distribution piping.

Ensure Water Department facilities are of sufficient design to accommodate the City's future needs by providing input and developing long range and current capital improvement programs.

Communicate, coordinate, and oversee Water Department activities, as needed, with consulting engineers, contractors, other city agencies, and state and federal agencies and ensure that the water system complies with regulations and needs of the City.

Coordinate work with builders and developers for new developments/construction, building additions, or moving facilities; identify materials needed and prepare estimates.

Write bid specifications for material and equipment to be used by the Water Department and for projects using contract labor.

Review specifications or plans for water projects and monitor contractor, engineer, and developer compliance with Water Department specifications and standards.

Provide technical assistance to other departments of the city to assist them with the completion of city projects.

Administer annual operating and capital budgets for the water system, prepare and approve requisitions for expenditures, monitor the Water Department budget for compliance, and develop financial projections for the Water Department.

Handle material inventory discrepancies and billing issues as requested.

Plan, direct and supervise full time and seasonal employees in the Water Department during routine and emergency situations.

Establish night and weekend dispatching guidelines and ensure water plant shift workers are trained in dispatching for trouble calls and emergencies.

Ensure Water Department employees received required operator certification training.

Perform special studies and reports and keep abreast of current developments in the field.

Ensure Water Department meets or exceeds all EPA regulations covering water equality, including design criteria, water testing, and system maintenance.

Ensure compliance of aquifer and wellhead protection ordinances.

Administer future, appropriated and vested water rights on our raw water supply.

Assist in establishing Water Department rates.

Ensure changes to maps are given to the Engineering Tech Department.

Monitor and direct the operation of the Lake Kampeska diversion structure in accordance with the written plan.

Prepare tapping estimates and service connection statements.

Establish and oversee water meter maintenance and change out program.

**ESSENTIAL FUNCTIONS, Continued****Water Superintendent**

Assist in development and implementation of Watertown Department policies.

Communicate directly with the public to educate, answer questions, and handle water customer complaints.

Develop and maintain Emergency Plan for hazardous materials.

Serve on various Boards and Committees as directed.

Performs related work as required and other duties as assigned.

**REQUIREMENTS OF WORK**

Graduation from high school or GED required, supplemented by industry and vocational training and considerable experience in water systems at an advanced level.

Thorough knowledge of the principles and practices governing the construction and maintenance of water mains, meters, fire hydrants, and other facilities of modern water distribution systems.

Considerable knowledge of the water treatment and distribution systems.

Considerable knowledge of water safety procedures and precautions to be practiced.

Ability to plan, organize, direct, schedule, motivate and evaluate department work and problems.

Must be able to effectively supervise subordinates in carrying out department responsibilities.

Ability to stay abreast of modern water production and distribution techniques and standards through current literature and technical seminars.

Ability to read and interpret blueprints, specifications, and construction plans.

Ability to prepare clear and concise oral and written reports.

Considerable knowledge and experience with Microsoft office programs, including Word, Excel, Outlook, and the Internet.

Ability to create and maintain effective working relationships with vendors, customers, developers, consultants, utility officials and employees.

Ability to exercise good judgment in development recommendations and making decisions.

Must possess a water operator's license equivalent to a South Dakota Class III or IV certificate or equivalent education and/or experience.

Must hold a valid South Dakota Driver's license.

**WORKING CONDITIONS**

Work is performed in an indoor/outdoor environment and will be exposed to all types of environmental conditions. Exposure may range from an office environment to the extremes of outdoors. Exposure to temperatures ranging from below zero degrees to above 100 degrees. Work may involve lifting and carrying of equipment and materials to up 40 – 60 pounds. Work may require working in ditches, manholes, pits, deep wells, elevated water towers and with highly toxic chemicals.

Revised: 08/10

Revised: 1/21