

Job Descriptions for 2017 Wage, Salary & Benefits Survey

The purpose of these definitions is to help standardize the completion of the Salary and Wages chart.

1. **Superintendent/General Manager** is responsible for overseeing the overall operation of the utility and staff. Work requires managerial, financial and technical skills. Position may also require physical labor.
2. **Assistant Superintendent/Assistant General Manager** assists the Superintendent/General Manager in the overall operation of the water/wastewater system.
3. **Chief Operator/Operation Manager** supervises the daily operation, repair and maintenance of treatment and/or distribution system/collection system. Position may include supervisory responsibilities and physical labor.
4. **Operator** is responsible for the daily operation, repair and maintenance of treatment and/or distribution system/collection system. Position often includes customer field visits and physical labor.
5. **Foreman** is responsible for the supervision of field crews.
6. **Equipment Operator** is responsible for operating heavy equipment.
7. **Laborer** may operate equipment, repair and/or install pipe/sewer lines, curb boxes, valves, manholes, etc. Employee may also assist with meter reading and repair, grounds maintenance or other duties as directed by supervisor.
8. **Maintenance Technician/Mechanic** is responsible for facilities and equipment maintenance and repair. Employee may install and/or repair motors, gearboxes, pumps and other equipment, and manage the spare parts inventory.
9. **Lab Manager** supervises staff in the collection and processing of samples. Performs lab analysis and record keeping.
10. **Lab Tech** is responsible for the collection and processing of samples for the operation of the treatment facility.
11. **Office Manager** supervises office staff. May also be responsible for the financial operation of the utility.
12. **Billing Clerk/Administrative** duties include billing customers, managing accounts, and processing payroll.