

WATER AND WASTEWATER TREATMENT SUPERINTENDENT

FLSA STATUS - Exempt

DESCRIPTION OF WORK

Under general direction of the Director of Public Works, performs technical and supervisory work operating and directing the work of skilled and semi-skilled plant operators and others in the operation and maintenance of water and wastewater treatment supply system.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Performs technical and supervisory work directing the activities of workers in a variety of water and sewer programs including repair, maintenance, operation and in enforcing applicable ordinances and regulations; assures water and effluent standards are met; schedules work; directs the work force; assigns personnel to shifts; evaluates performance of employees; maintains discipline; maintains time sheets; participates in the operation of plants; operates medium equipment; writes specifications for and purchases materials for water and sewer plants; performs plant maintenance; performs a variety of duties involved in operation of the springs and other supply of raw water; works with consulting engineers and contractors on assigned projects; coordinates, supervises and participates in the maintenance, construction, repair and operation of the water supply system, the water and sewer treatment plants and related facilities; performs laboratory tests on water and wastewater as required; assists in preparation of departmental budget, records and reports; prepares reports for State Department of Environmental Quality and the Federal Environment Protection Agency; reviews development plans; diagnoses malfunctions and corrects problems; advises Director of Public Works regarding needs and problems; responds to and investigates complaints.

OTHER DUTIES: Attends classes and conferences to maintain operator certifications; oversees grounds maintenance; draws and hauls grit; performs related duties.

QUALIFICATIONS

Thorough knowledge of equipment, materials, policies, practices and regulations relative to sewer and water plant operations and other appropriate activities.

Knowledge of hazards and chemicals used in plant operations and safety practices.

Working knowledge of modern office methods, budget preparation, cost analyses and personnel practices.

Ability to organize, coordinate and supervise the work of others.

Ability to establish and maintain effective working relationships with customers, officials, employees, other agencies and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate and occasionally heavy physical work, to lift up to 100 pounds and to lift and carry up to 50 pounds;

Ability to stand, walk, run, sit, ride, climb, bend, kneel, reach, grasp, push and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate work computers, office and laboratory equipment, use hand tools and operate a vehicle and medium equipment;

Ability to talk and hear in person, by telephone and two-way radio;

Ability to see and read instructions, manuals, gages, similar items and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to graduation from high school supplemented with class work in Engineering, Chemistry, Microbiology, Environmental Health and/or related subjects, and four years of experience in water and wastewater treatment operations and maintenance, including one year in a lead capacity; an associates degree in related sciences is desirable.

SPECIAL REQUIREMENTS: Certification by the State as a level IV Water and level II Wastewater Operator; Level IV in each area is desirable; possession of a Class B CDL with air brake endorsement.