



POSITION DESCRIPTION

Position:	Water and Waste Water Treatment Plant Superintendent
Supervised By:	City Manager
Supervises:	The Assistant Superintendent and Lab Technician/Plant Operator in wastewater, water production, and laboratory operations.
FLSA Status:	Exempt
Status:	Full Time, At-Will

General Summary

Under the general supervision of City Manager, the Water and Wastewater Treatment Plant Superintendent oversees and administers the full scope of drinking water production and water tower operation, wastewater treatment and collection operations, and laboratory processes. The superintendent supervises and directs all aspects of these operations including, planning, construction, operation, repair, maintenance, personnel management, budgeting, and policy and procedure development. The position also coordinates closely with the Department of Public Works Superintendent, who manages the water distribution system.

This full-time position involves some occasional weekend/holiday hours; on-call availability for emergencies is also required.

Essential Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, maintenance and capital needs assessment. Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, City directives and legal requirements.
2. Develops departmental mission and long-term plans to realize goals in accordance with community needs, demographic trends, and City vision. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, planning, maintenance, and general administration.
3. Directs the recruitment and hiring of departmental personnel. Supervises personnel, evaluates performance, and oversees safety training and professional development. Takes disciplinary action according to established procedures.
4. Ensures compliance with applicable Federal and State water quality standards. Meets with departmental staff, Department of Public Works staff, and regulatory representatives to gather and disseminate information related to new regulations and the City's compliance efforts. Reviews utility operations and reports for compliance issues. Develops and implements departmental policies, procedures and regulations.
5. Assesses Department operations, staffing levels, facilities, and equipment. Analyzes capital needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.

6. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
7. Completes special projects and research, prepares status and special reports, and makes presentations. Attends City Council meetings, and other meetings as necessary.
8. Manages all aspects of proposed process modifications, expansions and upgrades related to the water and wastewater plants and the wastewater collection system. Confers with consultants and contractors, reviews and/or prepares engineering designs and suggests modifications to enhance operations and efficiency, and ensure compliance with regulations.
9. Directs the operation of the laboratory facilities, including quality controls for all laboratory equipment and required testing to support the City's water and wastewater treatment processes, as well as the testing program for samples received from the general public and outside entities.
10. Oversees the industrial pretreatment program and serves as the Environmental Manager for hazardous materials.
11. Assures departmental automotive equipment is kept in proper operating condition and arranges to have equipment services and/or repaired; sees that various records on operations, maintenance and equipment servicing and life are properly kept.
12. Keeps abreast of developments and current issues in the public works field through continued education and professional development. Attends conferences, workshops, and seminars as appropriate.
13. Acts as Department spokesperson, establishing and maintaining effective relationships with citizens, community groups, employees, vendors, and other interests. Responds to public inquiries and investigates complaints.
14. Performs related work as required.

Tools and Equipment Used: Passenger motor vehicle, vector truck, various power construction and maintenance equipment, laboratory equipment, phone, computers, and a variety of office equipment.

Required Minimum Qualifications

Education and Experience:

1. An associate degree or knowledge and experience equivalent to an associate degree in wastewater treatment technology, civil engineering, or a similar field.
2. Five or more years of experience in the operation of an aerobic and anaerobic processing wastewater treatment plant, or an equivalent combination of training and experience.
3. A current and valid Michigan Motor Vehicle Operator's license; a Class B Commercial Driver's License is desirable.
4. Possession of a Michigan Class B Wastewater Certification.
5. Possession of a Michigan D-3 Water Operator's Certification, or the ability to obtain one within two years of hire.

Necessary Knowledge, Skills, and Abilities:

The requirements listed below are representative of the knowledge, skills and abilities necessary to perform the essential functions of the position.

1. Thorough knowledge of wastewater treatment chemistry, biology and processes, health standards and environmental laws, process equipment and laboratory processes.
2. Thorough knowledge of public management techniques involved in planning, budgeting, procurement, and personnel administration.
3. Thorough knowledge in computer systems, SCADA and others related to the performance of the system.

4. Thorough knowledge of the laws and regulations governing water treatment and distribution and wastewater collection and treatment, including extensive permit knowledge.
5. Thorough knowledge of public works operations, and the principles, practices, policies and procedures related to water treatment, water distribution and sewage collection.
6. Considerable knowledge of the safety issues, tools, methods, and materials utilized in public works projects and utility operations.
7. Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.
8. Skill in effectively communicating ideas and concepts orally and in writing.
9. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, employees, City officials, project contractors, representatives of other governmental units, and professional contacts.
10. Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines, and changes in work priorities.
11. Ability to train, supervise, and evaluate the work of others.
12. Ability to respond to emergencies and address operational issues 24 hours a day.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to grasp, handle, or feel; reach with hands and arms; and talk or hear. In the course of inspecting water and sewage facilities or projects, the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and utilize taste and smell. The employee must occasionally lift and/or move objects of moderate to heavy weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic substances; high, precarious places; outside weather conditions; wet or humid conditions; vibration; and risk of electrical shock. The noise level in the work environment can range from relatively quiet to loud.

Application

The duties listed above are intended only as illustrations of the various types of work that may be performed. This description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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