

Job Description

Job Title: Wastewater Superintendent
Department: Utilities
Reports To: Mayor
FLSA Status: Exempt
Last HR Review: July 2017

Principal Function: The Wastewater Superintendent is responsible for the daily tasks associated with the Wastewater Treatment Plant and collection system.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Monitors and enters data on the computer to include: plant data collections logs, Combined Sewer Overflow (CSO) data, rain data and laboratory data throughout the month ensuring National Pollutant Discharge Elimination System (NPDES) compliance. Consolidates information into Monthly Report of Operation (MRO), Combined Sewer Overflow (CSO), Discharge Monitoring Report (DMR) and bio-solids marketing and distribution reports for filling online.
2. Administers National Pollutant Discharge Elimination System (NPDES) pretreatment program, inspections, sampling, reporting and submits the annual report to the Indiana Department of Environmental Management (IDEM).
3. Administers bio-solids Marketing and Distribution permit sampling, reporting, and submits the annual report to the Environmental Protection Agency (EPA) Region 5.
4. Administers the Mercury Variance program and submits the annual report.
5. Approves the purchase of supplies and equipment needed for normal plant operations.
6. Assures that various records on operations and maintenance are properly kept.
7. Supervises the performance of laboratory analysis of wastewater samples.
8. Participates with engineering firms in recommending and planning for large projects.
9. Maintains the inventory and use of materials, supplies, and equipment used in the maintenance, construction, and the repair of facilities.
10. Completes administrative duties to include: attending meetings, reviewing reports, completing various reports, approving departmental payroll, approving invoices, answering inquiries, maintaining files and records, etc., as needed.
11. Maintains an effective communication process with the Director of Utilities.

Supervisory Responsibilities: Supervises employees in the Utilities Department. Employee carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; scheduling and approving time worked; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

City-related Competencies: To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a

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positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- **Ethics** – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Job-related Competencies – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Cost Consciousness** -Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** -Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Education and/or Experience: High school diploma or general education degree (GED); and three years' experience and/or training; or equivalent combination of education and experience. Class III Wastewater Operators license issued by the Indiana Department of Environmental Management (IDEM) is required. Previous experience in a wastewater department job is required. Previous supervisory experience is desired.

Other Skills and Abilities: The following skills and abilities are either required or desired.

- Computer software skills required include: Microsoft Outlook, Word, Excel, Flowlink and SCADA.
- The ability to utilize a broad knowledge of management principles, practices, and techniques to formulate and coordinate activities and functions with the department is required.
- A working knowledge of business administration, and personnel management and supervision is required.
- A working knowledge of the regulations, theory and processes of modern wastewater treatment is required.

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- A working knowledge of laboratory testing and certification of the machines is required.
- A working knowledge of the chemical and physical processes involved in the treatment of water is required.
- A working knowledge of the mechanical and hydraulic engineering principles involved in plant operation is required.
- A comprehensive knowledge of the geography of the City is required.
- The ability to adapt and conform to shifting priorities and demands and execute accordingly.
- The ability to remain current with all required licenses, certifications and in-service requirements is required.
- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is desired.
- The ability to speak, read and write in English is required. Spanish is desired.

Physical Demands: The physical demands 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 duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); working near moving mechanical parts; working in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; the risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to very loud.

While the offices of the Utilities Department are usually open from 8:00 a.m. to 4:30 p.m., Monday through Friday, this position may require work beyond these hours, on the weekends and on holidays. It also requires the ability to drive a Utilities Department vehicle. Thus, a valid driver's license is required.