

Position Description Town of Whiteland

Position title:	Wastewater Superintendent	Status:	Full-time
Department:	Wastewater Treatment Plant	FLSA status:	Exempt
Work schedule:	Monday-Friday, 8am – 5pm		
Date written:	April 1, 2021		

The Goal of this position is to contribute positively to the exceptional service expectations of the Town as well as all utilities of the Town of Whiteland.

REPORTS TO: Directly to the Town Manager.

PRIMARY RESPONSIBILITIES:

This position holds total authority over the training of all Wastewater Treatment Plant and Collection System employees

- Monitors the performance of all equipment related to the wastewater treatment plant, lift stations, SCADA communications network, software and hardware.
- Records all Statistical data concerning plant operations.
- Operates, Maintains, repairs and replaces wastewater treatment plant and sanitary lift station equipment as necessary.
- Charts lab test results for trend analysis and maintains accurate of analysis and test results. Evaluates data and creates reports as required by local, state and federal authorities.
- Collects samples and identifies concentration of chemical, physical, and/or biological characteristics of wastewater required in accordance with local, state, and federal requirements. Gathers and tests wastewater samples for plant efficiency reports and process control.
- Performs quality control tests of lab equipment and lab analyses, evaluates procedures and results for accuracy, and determines appropriate methods.
- Assures that wastewater treatment plant and sanitary lift station perform at or better than required standards
- Trains and maintains lesser skilled operators in acceptable lab methods and procedures to assure and maintain the accuracy of all test results and recording.
- Contains and disposes of hazardous wastes generated by the lab.
- Calibrates, modifies, repairs or replaces instrumentation and control equipment including but not limited to recorders, flowmeters and other water quality monitoring equipment.
- Operates and maintains all wastewater pump stations, cleans wet wells, operates pumps and valves to control and adjust flow and treatment for all wastewater processes.

WORKING CONDITIONS / ENVIRONMENT:

While performing the responsibilities of this position, the employee works outdoors in all forms of weather conditions. The Employee works near moving mechanical parts and is exposed to wet and/or very humid conditions. The employee will occasionally work in high, precarious places and positions and exposed to fumes, airborne particles, risk of electrical shock and vibration. The employee is frequently exposed to toxic or caustic chemicals and biological hazards as well as high noise risks.

REQUIRED EDUCATION / EXPERIENCE:

- High School Graduate or equivalent, 2 yrs. of wastewater utility experience, IDEM issued Class II Wastewater Treatment Plant Operator's Certification.
- Working knowledge of equipment, facilities, materials, methods, and procedures used in wastewater treatment plant maintenance and operation activities and working knowledge of laboratory processes, procedures and practices.
- Ability to perform process control calculations, to work safely and communicate effectively verbally and in written form.
- Ability to establish, and maintain effective working relationships with the public, peers, employees, other departments, and the ability to carry out written and verbal instruction.
- This position is responsible for the operation and maintenance of all machinery, equipment and processes related to the wastewater treatment plant and sanitary lift stations in the Town of Whiteland.

Terms of Employment for this position are to maintain the policies and procedures outlined in the Town of Whiteland Employee Handbook.

This position is reviewed by the Town Manager at their discretion.

Performance evaluations for this position will be on an annual basis in accordance with Town Council provisions.

Employee

Date