

JOB TITLE: OPERATIONS SUPERINTENDENT, WATER RECLAMATION

DEPARTMENT: MICHIGAN CITY SANITATION WATER RECLAMATION DEPARTMENT

ORGANIZATIONAL RESPONSIBILITY: The Superintendent reports directly to the General Manager and oversees all treatment plant staff including operations, laboratory, pretreatment, and biosolids handling.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Plan, organize, establish staffing, control, and direct the positions under him/her.
2. Develop and implement staff training and succession planning as needed to ensure continuous and effective operations.
3. Prepare reports and appropriate budget plans, including operational and capital planning budgets.
4. Maintain effective communications and working relationships.
5. Provide updates on plant operations to the General Manager and Commissioners.
6. Responsible for all WWTP operations and for ensuring compliance with all applicable state and federal permits.
7. Responsible for implementation and maintenance of staff safety training programs and incident reporting.
8. Act as liaison with the news media and local government and civil organizations. Personally represent the District during IDEM or other agency inspections and in correspondence.
9. Represent the District with contractors, engineers, and consultants on various maintenance and capital improvement projects.
10. Compile, verify, and certify all operational, NPDES, Land Application, and Pretreatment reports to state and federal agencies.
11. Oversee capital project implementation, supervision, and coordinate plant operations during construction.
12. The Superintendent will not use their authority to influence the results of the laboratory's testing.
13. Other Duties are required by the General Manager, the Board, or the Mayor as required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance, color vision, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne

The noise level in the work environment is usually moderate.

DESIRED KNOWLEDGE, EXPERIENCE, SPECIFICATIONS AND EDUCATION

1. Highschool Diploma, or GED equivalent is required.
2. A college degree in Engineering, Environmental Science, Physical Sciences, Natural Resource Management, or similar is highly desired.
3. Must possess a valid Indiana Class IV Wastewater Treatment Plant Operator's Certificate or the ability to obtain one within one year if the current certification is in a different state.
4. A knowledge of managerial processes.
5. A knowledge and understanding of construction and construction inspection, contractor pay forms, change orders, and other capital project related oversight.
6. A knowledge of treatment processes, including physical, chemical and biological functions.
7. A knowledge of industrial waste materials and other effects.
8. Excellent oral and written skills
9. A valid Driver's License is required.