

## **Wastewater Plant Superintendent - 2870**

### **Primary Reason Why Classification Exists**

To manage the operations and maintenance of the Wastewater Plant Division of the City's Public Works & Utilities Department

### **Distinguishing Features of this Class**

An employee in this class serves as a division manager responsible for supervising the operations and maintenance of the City's wastewater treatment plant. Emphasis of the work is on efficient and effective plant operations to ensure compliance with applicable environmental regulations. This classification also serves as the City's designated operator in responsible charge (ORC) with state and federal regulatory authorities. Work includes managerial functions related to developing and administering annual operating budgets, developing long range capital improvement programs, and supervision of operating and maintenance staff. Additional duties include developing and implementing training programs for safety and operational compliance with OSHA regulations. Work is supervised by the Public Works & Utilities Director and is performed with a considerable degree of autonomy in facility management. Work is evaluated on the basis of achieving individual and division performance objectives, compliance with regulations, efficient plant operations, and effective public relations.

### **Illustrative Examples of Work**

- Plans and supervises the work of operations, maintenance, and laboratory personnel; evaluates work performance of employees; takes or recommends personnel actions from hiring, promotion, and discipline; authorizes leave; interviews applicants for employment and promotions
- Develops and administers the annual operating budget including short and long range forecasts; develops technical plans for infrastructure improvements as part of the long term (5 years or more) capital improvement plan
- Oversees the development and administration of operational training programs for employees; develops standard operating procedures (SOPs) for all facilities and enforces compliance with OSHA safety standards
- Oversees preparation of monthly and annual regulatory compliance reports and applications for renewal of operating permits
- Evaluates wastewater regulatory requirements and determines processes and steps to ensure compliance; serves as the on-site operator in responsible charge (ORC) with state and federal regulatory compliance officials
- Provides tours of wastewater facility and explains operations to officials, the general public, and school groups
- Serves as a technical and compliance representative for the City with various local, state, and federal boards and agencies for wastewater and environmental issues
- Performs other duties as required

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of the principles, practices, tools, and equipment used in water and wastewater treatment plant operation as well as the operating characteristics and maintenance requirements

- Thorough knowledge of the occupational hazards of work associated with wastewater plants and necessary safety precautions employed
- Thorough knowledge of hydraulic, chemical, and mechanical principles pertinent to wastewater treatment plant operations
- Considerable knowledge of personnel management principles and practices
- Considerable knowledge of state and federal regulations for wastewater plants
- Knowledge of communication practices to communicate effectively, both orally and in writing, with various groups or individuals in a variety of workplace settings
- Skill in the operation of wastewater plant and related equipment
- Ability to plan and administer operating and capital budgets
- Ability to plan, supervise, and evaluate the work of others
- Ability to detect problems in the operation of mechanical equipment and to apply proper remedial measures
- Ability to perform laboratory tests, interpret results, and apply remedial measures
- Ability to prepare and maintain records of operations

### **Physical Requirements**

Work in this class is described as both administrative and technical requiring exertion of up to 50 pounds of force occasionally, and/or in up to 20 pounds of force frequently to move objects. Typical physical tasks working in office environment with computers and software, speaking on telephones, managing files and records, and preparing reports. Employee must have physical capability to walk all areas of the wastewater plant to inspect operations and give direction and supervision to operations and maintenance staff. The employee must have visual acuity to evaluate the operation of equipment and to determine the accuracy, neatness, and thoroughness of assigned work. Employee must have hearing acuity to perceive the sounds emitted by operating machinery and at a normal spoken word level with or without accommodation. Employee must have ability to speak with other employees, other city personnel, and regulators.

### **Working Conditions**

Work is subject to both inside and outside environmental conditions, including extreme heat and extreme cold. Employee is subject to physical hazards such as proximity to moving mechanical parts, electrical current, exposure to chemicals, and atmospheric conditions. Employee is exposed to oil and greases and blood borne pathogens. Although the employee typically works in an office environment, the inspection or participation in work may include working in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and water lines, narrow aisles or passage ways, and other areas which could cause claustrophobia.

### **Education and Experience**

Graduation from high school or GED equivalency and 7 - 10 years operations and supervisory experience in the operation and management of a municipal wastewater facility. A Bachelor's degree in the environmental, biological, chemical or physical sciences is preferred.

### **Special Requirements**

- Valid North Carolina driver's license

- Wastewater Treatment Certification (Grade IV)
- Designation as an ORC by NC Department of Environment and Natural Resources

**FLSA Status:** Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight).

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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