

Position Title: Superintendent of Water Resource Recovery Facility

Department: Public Works & Utilities

Position Reports to: Village Administrator

Immediate Subordinates: Water Resource Recovery Facility Operators

Position Function

This position is responsible for planning and directing all activities for the safe, efficient, and compliant operation and maintenance of the Village of Swanton's Water Resource Recovery Facility (WRRF). Participates in the operation of the wastewater treatment, disposal and reclamation facility.

Job Responsibilities

- Coordinates the organization, staffing, and operational activities for the WRRF including assuming responsibility for critical decisions regarding operational changes, process control, maintenance priorities, scheduling, and compliance with the numerous regulations of multiple federal, state, and local agencies.
- Supervises procurement of equipment, materials, and supplies
- Prepares work reports, such as payroll, budget requests etc. and attended two Village Council Meetings per year, unless a project warrant/requires additional attendance.
- Directs the testing of various treatment phases; interprets tests to determine necessary changes in treatment parameters; directs operational procedures.
- Directs the adjustment and repair of equipment such as pumps, chlorinators, metering devices, electrical control panels, biosolids dewatering, chemical feed systems, and gas compressors; monitors preventative and corrective maintenance on all plant equipment.
- Administers industrial pretreatment and pollution control programs
- Represents the Village on related boards and committees
- May interact with federal, state, and local regulatory agencies on issues relating to the WRRF including permit application processes, permit compliance, and facility and records inspections; prepares annual self-monitoring report for E.P.A. requirements; prepares responses to permit violations; prepares permit application forms for N.P.D.E.S. permits and Air Pollution Control Board facility and equipment permitting process; maintains required records and data for permit groups; reviews for accuracy and signs monitoring reports for submittal to various regulatory agencies.
- Maintains public relations for the division including providing tours and presentations
- May fill in as plant operator on an as needed basis.
- Responsibility for after-hour emergencies
- Prepares Ohio EPA monthly electronic discharge monitoring reports for surface water (NPDES) permit
- Prepares Ohio EPA required CSO, SSO, sludge, and mercury variance reports

- Performs other related duties as assigned

Physical Requirements

Job requires incumbent to stand, walk, talk, hear, use hands to finger/handle/feel, reach with hands/arms, focus clearly at 20" or less, and detect color changes.

Operators must be able to climb and lift 20-80 pounds.

Required Skill Set

Occupational/Technical Skills

Ability to use word processing and selected job-specific software

Knowledge of chemistry, biology and microbiology

Knowledge of electrical, electronic, instrumentation, mechanical/ hydraulic systems and programmable logic controllers

Must maintain a valid Ohio Driver's License, and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions Ability to make timely, sound decisions

Ability to draw accurate conclusions from numerical materials

Ability to develop original, unusual, successful approaches

Ability to interpret a variety of instructions in written, oral, diagram or schedule form

Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to perform standard business arithmetic, including percentages and decimals

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Interpersonal Skills

Ability to use tact and discretion

Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to instruct and train

Leadership Skills

Ability to take charge and initiate actions

Knowledge of administration and supervision of staff and activities

Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to establish effective controls, ensuring that employees have necessary resources and authority

Ability to monitor progress and exercise control

Ability to select and evaluate employees

Ability to provide performance feedback

Ability to facilitate professional growth

Experience and/or Educational Requirements

Minimum high school diploma or equivalent; advanced degree preferred; minimum of an Ohio Class III Wastewater Works Certificate; seven to ten years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

VILLAGE OF SWANTON, OHIO

EMPLOYEE

By: _____

By: _____

Rosanna V. Hoelzle

Village Administrator

Date:_____

Date:_____