



CITY OF BEDFORD OHIO

Job Title: Assistant Superintendent of Wastewater

Definition: Under the supervision of the Service Director and the Supt of Wastewater, this supervisory position will aid in the daily operations of a Class III wastewater facility.

Description: The Assistant Superintendent will be tasked with a mix of administrative and delegatory work to facilitate the operation, maintenance, and the laboratory on a day-to-day basis.

Examples of Work Performed:

- **Employee scheduling:** The facility is open 7 days a week and on all holidays. The assistant superintendent will maintain proper staffing by filling overtime shifts.
- **Budgeting:** The Assistant Supt will assist in yearly budgeting for operations, maintenance, laboratory, and plant improvement needs
- **Procurement:** The Assistant Supt will help procure quotes for parts and services.
- **Laboratory:** The Assistant Supt, with the Lab Tech, will compile monthly data and provide information regarding lab results to the Supt as needed. The Assistant Supt will also enter data into a digital catalog and store lab information in accordance with EPA regulations. They will also be required to, over time, act as a backup lab analyst in case the lab tech is not available.
- **NPDES:** The Assistant Supt will be integral to maintaining compliance within the City's NPDES permit guidelines. Past NPDES permit knowledge, and understanding is preferred. Tasks include DMR-QA, WETT, Priority Pollutant Testing, DMRs, Quarterly Sampling, and more.
- **Employee Supervision:** The Assistant Supt will help manage employee workload, including building and grounds maintenance, equipment maintenance, and operational tasks. They will also assist in disciplinary actions as needed.
- **Payroll:** The Assistant Supt will assist in gathering and reviewing payroll, verifying vacation and sick-time accrual/usage, and performing payroll duties in the absence of the Supt.
- **Plant Operations:** The Assistant Supt will be available to operate the plant as needed if situations arise and assistance to the operational staff is unavailable.

Required Knowledge and Abilities: Minimum Class B Ohio CDL. High school diploma or equivalent, including courses in science and math; good health and physical condition; ability to perform routine laboring and plant operating and maintenance tasks; no previous experience required. Must be dependable and, in all aspects, have a good work record. Must be able to obtain a Class III Operator license within 2 years of hire.

Preferred Qualifications:

- 5+ Years of progressive experience in municipal wastewater – supervisory experience preferred.
- Class II or higher Ohio Wastewater Operator's License.
- BS in Science, Chemistry, or a related field.

Starting Pay: Competitive pay based on qualifications and experience.