

# CLASSIFICATION SPECIFICATION

for the  
**CITY OF GALION**  
An Equal Opportunity Employer

**Class Title:** Wastewater/Stormwater Superintendent

**Class Number:**

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## **JOB RESPONSIBILITIES:**

Under administrative direction, plans, schedules, organizes and directs Wastewater Treatment Plant, Sewer Collection and Stormwater operations; performs other related duties as required. Serves as Operator of Record with the Ohio Environmental Protection Agency.

**QUALIFICATIONS:** (course work, training, work experience, or equivalent combination)

Completion of an Associate's Degree or any combination of training or experience which evidences a comprehensive knowledge of Wastewater Treatment Plant, Sewer Collection and Stormwater Collection operating procedures, and a basic knowledge of management principles.

## **LICENSURE, CERTIFICATION, OR REGISTRATION REQUIREMENTS:**

Must possess a valid Ohio Class III Wastewater license. Possession of a valid Ohio Commercial Driver's License preferred.

**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification)

- (1) Directs and assists in Wastewater Treatment Plant, Sewer Collection and Stormwater Collection operations; assigns tasks to plant operators and maintenance personnel, provides direction, recommends hiring, trains new employees, administers discipline, approves leaves and ensures work complies with established regulatory standards; plans and designs training courses for personnel engaged in water and wastewater treatment, pumping and maintenance activities.
  - (2) Plans wastewater treatment, sewer collection and stormwater utility operations; develops policy consistent with EPA mandates; establishes standards.
  - (3) Maintains operating records and prepares reports for submittal to EPA, Board of Health and other state/federal agencies.
  - (4) Oversees inspection and inspects equipment to ensure proper operating condition and initiates repair process within budgetary constraints.
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- (5) Prepares annual operating budgets for submittal to proper authority for approval; makes necessary material and equipment requisitions and ensures expenditures comply with budget appropriations.
  - (6) Prepares shift, vacation and leave schedules; posts schedules and approves shift changes; makes individual and special duty assignments.
  - (7) Maintains personal and professional competence and awareness; maintains required licenses and/or certifications; attends professional education and training sessions, seminars and workshops; performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:** (Necessary to perform duties) (\*Indicates developed after employment)

**Knowledge of:** City and department policies and procedures\*; sanitary science; state and federal standards governing treatment processes; Wastewater Plant, Sewer Collection and Stormwater Collection operating procedures and processes; management principles; safety practices and procedures; repair and maintenance of mechanical systems and equipment; repair and maintenance of mechanical systems and equipment.

**Ability to:** analyze and interpret technical data and draw valid conclusions; maintain effective working relationships with subordinates, associates and government agencies; apply principles to solve practical problems; deal with problems involving several variables in familiar context; communicate effectively; maintain accurate records; exercise independent judgment; prepare technical reports; add, subtract, multiply and divide whole numbers.

Date Adopted: \_\_\_\_\_

Date Revised: \_\_\_\_\_

**CITY OF GALION  
POSITION DESCRIPTION ADDENDUM**

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Office: Wastewater

Unit (if applicable): \_\_\_\_\_

Classification Title: Sewer/Storm Superintendent

Working Title (if applicable): \_\_\_\_\_

Position Control Number (if applicable): \_\_\_\_\_

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**ESSENTIAL FUNCTIONS: (For Purposes of 42 USC 12101)**

1. Observes and evaluates employee's performance; commends and disciplines employees.
2. Communicates instructions to employees.
3. Receives and responds to employee questions and concerns.
4. Instructs and counsels proper performance of job duties.
5. Prepares, analyzes and reviews detailed, technical records, documents and reports.
6. Plans, develops and/or recommends projects, priorities, training courses, policies and procedures.
7. Communicates with contractors, City officials, associates and federal and state agencies.
8. Performs mathematical and statistical calculations.
9. Assists employees with complex or difficult tasks.

10. Inspects and observes plant systems and ensures operation within regulatory guidelines.
11. Maintains appropriate licenses and certificates.
12. Demonstrates regular and predictable attendance.
13. Interviews candidates for employment.
14. Assists management personnel with labor/management relations.
15. Operates computer and word processor to input and produce various reports, letters and documents.
16. Assists Service Department Superintendent with sewer and stormwater maintenance and project planning (i.e., provides technical assistance, etc.).
17. Understands, observes and instructs subordinates regarding safety practices and procedures.
18. Compiles and submits payroll information.

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS INHERENT IN THIS POSITION: (For Purposes of ORC 4167)**

The employee is exposed to, must negotiate, use or work with or in the vicinity of:

1. Floor openings, open-sided floors and runways.
2. Fixed industrial stairs.
3. Portable wood and metal step ladders and extension ladders.
4. Fixed individual rung ladders.
5. Scaffolding.
6. Manlifts.
7. Vehicle-mounted elevating and rotating work platforms.

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POSITION DESCRIPTION ADDENDUM**

Name of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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8. Noisy operations or activities.
  9. Compressed gasses.
  10. Flammable and combustible liquids.
  11. Personal protective equipment.
  12. Fall protection.
  13. Eye and face protection.
  14. Respiratory protection.
  15. Occupational footwear.
  16. Permit required confined spaces.
  17. Lock-out/tag-out procedures.
  18. Engage in rendering medical or first aid.
  19. Exposure to corrosives.
  20. May use fire extinguishers.
  21. Works at handling materials and supplies.
  22. Works with woodworking equipment and abrasive wheels.
  23. Works with hand and portable power tools.
  24. Other portable tools (e.g., portable jacks, etc.).
  25. Works with oxygen fuel-gas welding and cutting.

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Name of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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26. Arc welding and cutting.
  27. Exposure to air contaminants in the form of dust, mists or vapors.
  28. Exposure to human blood or other human body fluid.
  29. Exposure to hazardous chemicals.
  30. May perform construction work and excavations.
  31. May use construction-type material handling equipment.

**GENERAL DUTY - SAFE AND HEALTHFUL WORKPLACE:**

1. Exposure to hot, cold, wet, humid or windy weather conditions.
2. Exposure to shaking objects or surfaces.
3. Exposure to second hand smoke.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description addendum and the corresponding classification specification, and that I understand the contents of both documents.

\_\_\_\_\_  
Approval of Appointing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date