

## Superintendent- Wastewater Treatment Plant/Sewer

<b>Dept.:</b> WWTP & Sewer	<b>Reports To:</b> Director of Public Service
<b>Classification:</b> Exempt, Non-Bargaining Unit	<b>Wage:</b> Based on experience

### **Job Summary:**

This position is accountable for overseeing the operation and maintenance of the City's BNR wastewater treatment plant and ensuring the treatment of wastewater meets all NPDES limits as required by the Ohio Environmental Protection Agency. It also oversees the City's sanitary and storm water sewer systems. The employee in this position provides direction and support to the Sewer Department Foreman as well as the Lab Technician/Assistant Superintendent of the Wastewater Treatment plant. They will develop an annual budget and maintain sewer system within that budget. They will assist in resolving customer complaint issues and ensure adherence to the collective bargaining agreement with employees and the Union.

### **Job Duties & Responsibilities:**

- Supervise and direct all phases of wastewater collection, treatment plant operations and bio-solids processing and disposal.
- Supervise and coordinate activities of personnel engaged in the operation and maintenance of the wastewater treatment facilities.
- Evaluate system performance to ensure optimum operating efficiency.
- Advise and schedule operators pertaining to required plant operations, repairs, maintenance, and adjustments.
- Maintain inventory of maintenance materials, supplies and repair parts by initiating purchase requisitions.
- Develop and administer a comprehensive maintenance program for the wastewater treatment plant process equipment and city's public sewer infrastructure
- Ensure all treatment processes meet all Ohio EPA, PERRP and Federal NPDES Permit requirements.
- Diagnose operational problems and take action to correct problems.
- Train operators and other personnel in proper plant and equipment operation, all safety practices, and departmental procedures.
- Respond to inquiries and resolve customer complaints.
- Maintain and execute contingency plans as required.
- Develop an annual budget and maintain facility operations within the budget.
- Prepare and file maintenance records and regulatory reports as required.
- Supervise personnel within the requirements of the collective bargaining agreement.
- Oversee and administrate Pre-treatment program.

### **Knowledge, skills and abilities:**

- Knowledge of job safety requirements and the practices used, the equipment required in the operation
- Knowledge and skilled use of a wide variety of laboratory equipment and facilities
- Computer proficiency

- Ability to make decisions in accordance with the laws, ordinances, regulations, and department policies and procedures
- Maintain confidentiality of all information obtained
- Ability to maintain an effective working relationship with other employees and the general public

**Requirements and Qualifications:**

- High School diploma (GED equivalent) required
- Must have valid Ohio Driver's License
- Must possess Ohio Class IV Wastewater License
- Five years' experience in wastewater treatment plant and sewer systems operations and maintenance.
- Experience in a supervisory position in a union environment preferred
- Strong attention to detail

**Essential Functions:**

- Ability to follow written and oral instructions
- Able to communicate via phone, radio and in person and exchange accurate information in such situations
- Able to sit, stand, lift, bend, walk, etc.
- Ability to handle emergencies in all weather conditions at varying times
- Ability to handle high pressure situations calmly