

SUPERINTENDENT OF WASTEWATER TREATMENT

POSITION TITLE: Superintendent of
Wastewater Treatment
DEPARTMENT: Wastewater
SALARY RANGE: \$105,686.82 - \$123,300.64

CLASSIFICATION NO.:
FLSA STATUS: Exempt
REPORTS TO: Mayor

JOB SUMMARY:

The Wastewater Superintendent is an appointed position, is at will at the discretion of the Mayor, responsible for the administrative leadership and supervision of the Department of Wastewater Management and its personnel and equipment. The Superintendent of Wastewater Treatment shall be responsible for the care, repair and maintenance of sewerage treatment facilities including sanitary sewers and such other infrastructure systems as may be from time to time required by the Mayor and/or Council.

ESSENTIAL JOB FUNCTIONS:

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Be qualified to supervise and be responsible for the operation of wastewater treatment facilities;
- Prepare and manage operating and capital budgets;
- Approve requisitions and payments;
- Effectively manage relationships with regulators, city administration and other city department heads;
- Manage vendor and capital contracts;
- Maintain and cause to be maintained records of laboratory tests and related work;
- Provide required reports and materials to the Ohio Environmental Protection Agency (OEPA) or other agencies as required;
- Generate correspondence to internal and external entities;
- Be qualified to establish standards and issue general instructions for the operation activities of wastewater treatment facilities;
- Plan training courses for all personnel employed in the Department of Wastewater Treatment when necessary and/or required;
- Coordinate activities with the Department of Buildings, the Municipal Engineer's office and other departments and divisions as necessary for the operation of wastewater treatment facilities;
- A continual upgrading of education and training shall be required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Basic office methods and procedures. Knowledge of operations and standard operating procedures of Wastewater Treatment facilities including applicable Federal, State, and local laws, codes and regulations; related computer networks; standard office equipment; occupational

hazards and standard safety practices; modern office equipment including a computer and applicable software; and methods and techniques for recordkeeping. Knowledge of interpretation and implementation of collective bargaining agreements.

Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions.

QUALIFICATION, TRAINING, AND EXPERIENCE:

High school diploma or equivalent, and shall possess at least a Class III OEPA Operator's Certificate and shall have minimum two (2) years' experience as Class III Operator or a Civil Engineering degree from an accredited college and two (2) years experience in wastewater field. Must be able to serve as Operator of Record for OEPA. A continual upgrading of education and training shall be required.

Shall have considerable knowledge of equipment, facilities materials, methods and procedures used in wastewater treatment facilities and maintenance, construction and repair activities; valid Ohio Driver's License. Possess excellent communication skills. Knowledge of computers.

PHYSICAL DEMANDS AND WORK ENVIRONMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee has the ability to work safely; some outdoor work is required in the inspection of various sewer locations, conditions and installations including developments and construction sites. Standing, walking, use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 10 pounds. Occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.