



JOB DESCRIPTION

ASSISTANT SUPERINTENDENT

Job Title:	Assistant Superintendent/WPC	Reports to:	Superintendent of WPC/ Director of Public Works
Department:	Public Works	Division:	Water Pollution Control
Supervises Directly:	All positions at WPC such as Permit Compliance Officer, Plant Maintenance, Utility Operators, Laboratory Technicians, Operator I, Operator II, Assistant Plant Operators, Seasonals	Supervises Through Subordinates:	None
Position Type:	Full-Time, Exempt	Pay Range:	A4

About the Role

To assist the Superintendent in the operation and maintenance of the Water Pollution Control Plant and to assume duties of Superintendent in his absence if licenses allow. To oversee all laboratory testing and certifications.

Core Competencies

Leadership and Supervision

Demonstrate ability to effectively lead and supervise personnel within the Water Pollution Control Plant (WPC), including directing, overseeing, and evaluating the work performance of all WPC personnel. Manage compliance with city policies, laws, regulations, and union negotiations, as well as recommending new hires, terminations, promotions, and disciplinary actions.

Operational Management

Proficient in overseeing the operation and maintenance of the Water Pollution Control Plant, including preparing annual budgetary requests, monitoring expenditures, and ensuring wastewater collection operations exceed state, federal, and local requirements. Developing and maintaining standard operating procedures, implementing planned maintenance management, safety, and inventory control programs, and planning for repair and replacement of infrastructure components.

Collaboration and Communication

Ability to foster positive working relationships within the WPC Plant, across all city departments, and with regulatory agencies, governing bodies, legal counsel, colleagues, various agencies, the general public, and customers. Participate in meetings and negotiations, providing technical support, and collaborating on projects related to wastewater treatment, sustainability, environmental conservation, and water reclamation.

Strategic Planning and Project Management

Proficiency in providing expertise and input related to the Long-Term Control Plan (General Plan), recommending capital improvement projects, investigating and researching sustainability projects, and planning for repair and replacement of infrastructure components. Formulate plans, policies, procedures, goals, objectives, and regulations necessary to achieve an effective level of organizational performance within the assigned unit of the city.

Analytical and Decision-Making Skills

Ability to analyze financial reports, government funding requirements, statistics, and related materials to identify problems and make decisions based on experience, judgment, budget allocations, and legal requirements. This also includes the ability to speak and write clearly and effectively to influence people's actions and ensure that plans are understood, as well as the flexibility to change activities frequently and plan and direct programs and activities.

Essential Responsibilities

- Ensures wastewater collection operations exceed state, federal and local requirements.
- Prepares annual budgetary requests and monitors expenditures to ensure expenses do not exceed budgetary appropriations
- Garner positive working relationship within the WPC Plant and works to ensure collaborative approach between WPC, all city departments, and the administration
- Provide expertise and input related to the Long-Term Control Plan (General Plan)
- Recommends capital improvement projects within WPC and possibly Sewer Maintenance
- Participate in meetings and negotiations with regulatory agencies, other governing bodies, and legal counsel as needed by the Director
- Prepares and maintains records, reports, and other documentation as required, e.g. EPA, Department of Health, OSHA, etc.
- Maintains continuous education programs fairly and equally for assigned personnel, including GIS
- Maintains all employee records, including time worked, vacation time, overtime, accrued sick leave, time accrued, etc.
- Develops and maintains working relationship with colleagues, various agencies, general public, and all customers
- Collaborates with local and regional wastewater treatment plant operators and staff
- Leads hiring and accommodations of diverse staff, while focusing on equity
- Investigates, researches, and recommends sustainability, resiliency, environmental, conservation, green infrastructure, and water reclamation projects related to sanitary, combined and storm water flows throughout the city and Sandusky Bay
- Maintains and provides historical and other available information to contractors, consultants, coworkers, and public regarding city sewers.
- Plans for repair and replacement of infrastructure components, via implementation of planned maintenance management, safety, and inventory control programs at WPC
- Acts as ORC as needed.
- Develops and maintains standard operating procedures, as needed for daily, monthly and annual operations.
- Meets with and discusses needs, problems, plans and other related matters with the Director
- Provides technical support for operation of the Sewer Maintenance Division.
- The supervisory duties of this position include directing, overseeing and annually evaluating the work performance of all WPC personnel. Ensures compliance with City, departmental, and WPC rules and regulations. This includes initiating disciplinary action and recommending promotions. The position leads the process of hiring WPC personnel and compliance with onboarding procedures.
- Provides input during union negotiations as desired by the Director
- Perform a variety of skilled and semi-skilled tasks in division.
- Ability to understand and communicate written and electronic instructions.
- All other duties as required or assigned.
- Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.
- Must report for work at required time and date and maintain a responsible attendance record.
- Follows supervisor's instructions, tolerates certain levels of stress, and attends work on a punctual, regular basis.
- Avoids violent behavior that threatens the safety of other employees.
- Manages in compliance with established city policies and procedures.
- Manages in compliance with local, state, and federal laws and regulations.
- Supervises assigned personnel: recommends new hires, recommends terminations, disciplines, evaluates performance and develops each employee to their full potential.

Essential Responsibilities cont.

- Directs, manages, coordinates and evaluates the effectiveness and operations of the assigned unit of the city.
- Formulates and develops plans, policies, procedures, goals, objectives and regulations necessary to achieve an effective level of organizational performance within the assigned unit of the city.

Educational & Employment Requirements

- State of Ohio Class IV Wastewater Operator’s Certification or State of Ohio Class III Wastewater Operations Certification, or obtain the Class IV Wastewater Operations Certification within 3 years of appointment.
- High School Diploma or Equivalent
- BS degree in Chemistry, Biology, Environmental Science or related field preferred.
- A minimum of 5 years treatment plant operations experience, environmental services or equivalent.
- Must have a Commercial Driver's License with all applicable endorsements.

Physical Demands

- Light work: Exerting up to 20 – 50 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or 10 – 25 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Environmental Conditions

- Both: Inside and Outside. A job is considered “both” if the activities occur inside or outside in approximately equal amounts

Acknowledgement

“I have reviewed this job description and I understand all my job duties and responsibilities. I acknowledge I am able to perform the essential functions as outlined.”

Employee’s Name _____ Date _____

Employee’s Signature _____