

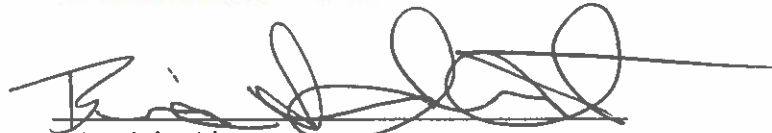
**RESOLUTION NO. 5-2024**

**A RESOLUTION OF THE COUNCIL OF TRAPPE ADOPTING THE PUBLIC WORKS, WATER AND WASTEWATER SUPERINTENDENT JOB DESCRIPTION**


WHEREAS, the Council of Trappe has determined that it is desirable and in the public interest to adopt an updated job description for the position of Public Works, Water and Wastewater Superintendent;

NOW, THEREFORE, BE IT RESOLVED by the Council of Trappe that the Public Works, Water and Wastewater Superintendent Job Description, attached hereto and incorporated by reference herein, is hereby ADOPTED.


RESOLVED, this 6<sup>th</sup> day of November, 2024.




\_\_\_\_\_  
Brian Schmidt



\_\_\_\_\_  
Walter Chase, Sr



\_\_\_\_\_  
Jeremy Newnam



\_\_\_\_\_  
Rosalee Potter



\_\_\_\_\_  
Michael Sullivan

I hereby certify that the foregoing Resolution 5-2024 of the Town of Trappe was duly read and enacted in accordance with the applicable provisions of the Charter of the Town of Trappe.

Attest:   
Erin Braband, Town Administrator



**Public Works and Water/Wastewater Superintendent**  
**Job description**

Adopted by Resolution \_\_\_\_\_ on \_\_\_\_\_.

This resolution redefines the position of Public Works and Water/Wastewater Superintendent. The Public Works and Water/Wastewater Superintendent is an employee of the Town of Trappe. As a department head, the Public Works and Water/Wastewater Superintendent answers to the Town Administrator and/or to the Trappe Town Council except where by law is responsible to answer to Maryland Department of the Environment.

The Public Works and Water/Wastewater Superintendent is required to have a high school diploma or equivalent and be certified as a Water/Wastewater Superintendent to operate such Water Treatment and Distribution facilities and Wastewater collection and Treatment facilities as are in use by the Town. In the event that the Maryland Department of the Environment changes the class designation of the water or wastewater treatment facility(s), the Public Works and Water/Wastewater Superintendent shall immediately apply for temporary certification for the new operator class and obtain full certification upon completion of State mandated education and experience requirements. The Superintendent is also required to possess a valid Maryland driver's license. The Public Works and Water/Wastewater Superintendent is required to reside no more than one (1) hour from Trappe Town limits.

The position of Public Works and Water/Wastewater Superintendent shall be salaried, exempt, full-time employment working such hours as required, within reason, to accomplish the duties assigned. Such hours will require working weekends and holidays on a rotating schedule with other licensed operators at the wastewater treatment plant. Being on call does not constitute work hours unless the Superintendent is required to come in. The Town Council must approve any deviation from this schedule and/or salary.

**A. DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Public Works and Water/Wastewater Superintendent include, but are not limited to, the following items:

1. The Public Works and Water/Wastewater Superintendent shall advise the Town Administrator and the Council on matters relating to the Department, attend the monthly Town Council meeting and other meetings as requested by the Town Administrator or Town Council. The Superintendent shall advise the Town Administrator and the Council during planning for infrastructure improvement or expansion projects. The Superintendent shall observe work performed by firms contracted by the Town to enlarge, improve, or modify any parts of the Town's infrastructure and report to the Town Administrator and the Town Council as needed or requested.

2. The Public Works and Water/Wastewater Superintendent shall be the Water Superintendent of the Town of Trappe. As such, the Superintendent shall be responsible for the operation and maintenance of the Town Water Treatment and Distribution systems, including modifications or enlargements, in order to insure a safe and adequate supply of water available to the Town's citizenry. The Superintendent shall be responsible for the operation and maintenance of the Water Meter Operations and all associated records. Such operations shall be in compliance with applicable State and Federal laws and regulations.
3. The Public Works and Water/Wastewater Superintendent shall be the Wastewater Superintendent of the Town of Trappe. As such, the Superintendent shall be responsible for the operation and maintenance of the Town Wastewater collection and Treatment systems, including any modifications and enlargements, in order to insure safe efficient and continuous collection and treatment of Town wastewater. Such operations shall be in compliance with applicable State and Federal laws and regulations.
4. The Public Works and Water/Wastewater Superintendent shall be the Public Works Supervisor of the Town of Trappe. As such, the Superintendent shall be responsible for the Department's operation and maintenance of the Town storm water system and the routine maintenance of Town Streets, sidewalks, parks, buildings and equipment.
5. All other duties and responsibilities as assigned by the Town Administrator and/or Town Council.

## **B. AUTHORITY**

The Authority of the Public Works and Water/Wastewater Superintendent will include but may not be limited to the following:

1. Act as an agent of the Town of Trappe for matters pertaining to the Public Works Department duties as well as the Water and Wastewater departments.
2. To supervise other employees of the Department, recommend for adoption policies and rules for the operation of the Department in order to promote efficiency, safety and accountability within the Department.
3. To authorize expenditures included in the Enterprise Fund Budget and the Public Works section of the General Fund Budget in accordance with the guidelines of the Town procurement policy for expenditures. This authority includes the power to authorize payment of the cost of chemicals, supplies, materials, and outside laboratory services directly required for the operation of the Department. All purchases shall be made in accordance with the Town Procurement Policy.
4. To recommend adjustments within the budget to the Town Administrator and the Town Council from time to time and to submit recommended Public Works and Enterprise Fund budgets to the Town Administrator and the Town Council for subsequent fiscal years.

5. To, within budget limits or with Town Council approval, authorize expenditures for tuition fees, required learning materials and travel expenses associated with attending approved education courses required for license renewal by the Board for all members of the department, including the Superintendent. (Travel expenses shall be limited to automobile use using the per mile rate established from time to time by the Federal Government.) The Superintendent shall have the power to authorize expenditures for renewal fees for any licenses required by the Maryland State Board of Waterworks and Waste System Operators (the Board) or other requirements mandated by virtue of the duties of the employee along with necessary memberships and periodicals associated with the duties of the Department.
6. To hire temporary labor as required by safety, emergency, or short-term duties to the extent permitted by the budget. In all such cases the temporary help shall register with the Town Administrator prior to starting work so as to insure proper paperwork is filled out. The Superintendent is empowered to, within budget limits, authorize the temporary services of outside contractors as distinguished from "temporary labor" above and as may be needed to provide repairs on equipment, pumps, sewer pipes, related to the operation of the water and wastewater facilities of the Town. Such use of contractors shall be limited to contractors on the Town's approved vendor list and shall be governed by the Town procurement policy for spending requiring competitive bids.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are subject to change by the employer and are not intended to be an exhaustive list of all responsibilities, duties and skills required of the employee.

I have read and do understand the duties outlined in my job description.

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Signature

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Date

