



Assistant Wastewater Plant Superintendent

Water & Wastewater

JOB SUMMARY

This position is responsible for planning, directing, and supervising the work of personnel engaged in the operation of a wastewater treatment plant.

MAJOR DUTIES

- Trains, assigns, schedules, directs and supervises personnel involved in the wastewater treatment process.
- Trains employees in the operation and maintenance of equipment, in the use of hazardous chemicals, and in water sampling and testing techniques.
- Monitors plant and lift station processes; makes adjustments as needed.
- Collects and analyzes water samples.
- Directs and performs equipment maintenance and repair.
- Directs the maintenance of plant grounds and landscaping.
- Performs monthly fire extinguisher inspections.
- Develops and implements preventative maintenance schedules and procedures; maintains plant maintenance records.
- Assists in the collection of soil samples for solids disposal analysis.
- Inspects manholes.
- Purchases plant and laboratory equipment and supplies.
- Maintains daily and monthly plant records; prepares and submits Georgia Environmental Protection Division reports.
- Troubleshoots and repairs plant and lift-station equipment.
- Makes recommendations for plant alterations and upgrades.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the tools, equipment, materials, and procedures used in the wastewater treatment process.
- Knowledge of city and departmental policies and procedures.
- Knowledge of federal and state regulatory standards.
- Knowledge of permit requirements.
- Knowledge of water sampling and testing techniques.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the repair, maintenance and calibration of wastewater treatment plant equipment.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the supervision of personnel.

SEE BACK PAGE

SUPERVISORY CONTROLS

The Wastewater Plant Superintendent assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include permit requirements, standard methods for the examination of water and wastewater, city policies, and state and federal regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Frequently changing conditions and strict regulations contribute to the complexity of the position.
- The purpose of this position is to supervise the work of personnel engaged in the operations of a wastewater treatment plant. Success in this position contributes to the safe and effective treatment of wastewater and to compliance with state and federal regulations.

CONTACTS

- Contacts are typically with co-workers, other city employees, contractors, vendors, customers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed in an office, a wastewater treatment plant, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years of experience.
- Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.

THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER