



Wastewater Plant Superintendent

Water & Wastewater

JOB SUMMARY

This position is responsible for directing the operations of a wastewater treatment plant.

MAJOR DUTIES

- Plans, directs and controls wastewater treatment plant operation and maintenance.
- 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.
- Prioritizes work orders.
- Maintains daily and monthly plant records; prepares and submits Georgia Environmental Protection Division reports.
- Directs and performs equipment maintenance and repair.
- Directs the maintenance of plant grounds and landscaping.
- Coordinates the operations of the wastewater laboratory; directs sampling and analysis procedures; reviews results for compliance with standards.
- Maintains daily and monthly septic tank hauler records; prepares invoices.
- Coordinates with sludge transport vendors to ensure proper disposal of bio-solids.
- Directs the adjustment of plant processes controls and equipment to maintain efficiency.
- Reviews and manages plant and lift-station budgets.
- Authorizes purchase of materials and supplies.
- 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 budget development and management principles.
- 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.

SUPERVISORY CONTROLS

The Deputy Director – Water & Wastewater assigns work in terms of plant goals and objectives. The supervisor reviews work through conferences, reports, and observation of plant activities.

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 oversee 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; to motivate or influence persons; or to justify, defend or negotiate matters.

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. Bachelor's degree preferred.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience. Supervisory experience preferred.
- Possession of a class I or II wastewater license issued by the State of Georgia.