

**WASTEWATER SUPERINTENDENT
Sewer Department**

GENERAL STATEMENT OF DUTIES

The Wastewater Superintendent performs a wide variety of skilled and technical assignments in maintenance and construction of wastewater and operating the Municipal Wastewater Facilities as it pertains to collection and treatment of wastewater.

SUPERVISION RECEIVED

The Wastewater Superintendent is responsible to and performs under the general supervision of the City Manager.

SUPERVISION EXERCISED

The Wastewater Superintendent supervises the employees within the division.

EXAMPLES OF DUTIES

The following examples are meant to be illustrative only and are not intended to be all-inclusive.

- Schedule individual work assignments as priorities dictate
- Provide direction and assistance to the Wastewater Operators
- Prepare the annual Wastewater Budget
- Perform a variety of indoor and outdoor construction, maintenance, repair, testing, inspecting, and reporting assignments common to the collection and treatment of wastewater
- Participate in the planning for future wastewater needs of the community
- Approve expansions to the City's collection system
- Oversee the City's pretreatment regulations
- Oversee the daily operation of the wastewater treatment facility and assures all equipment and instruments are operating properly
- Assure all required tests of influent sludge and effluent wastewater are performed according to EPA and DIVR rules and regulations
- Assure all reports for the wastewater treatment plant are submitted to the proper state and federal authorities
- Maintain required records, change charts and recording sheets
- Prepare reports as required and communicate with the City Manager keeping him/her informed of the plant operation and significant information regarding the wastewater collection system and treatment facility
- Attend meetings as required
- Prepare 5-year capital improvement plan annually
- Subject to being on-call after scheduled work hours
- Performs other duties as may be required or assigned

REQUIRED KNOWLEDGE ABILITY, SKILLS AND OTHER ATTRIBUTES

- Ability to follow verbal and written instructions with no supervision

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- Ability to read and interpret construction blueprints and specifications
- Ability to prepare formal written reports and make verbal presentations as may be required
- Ability to establish and maintain effective working relationship with other employees, city officials and the general public, through written and oral communications
- Thorough knowledge of methods, tools, and equipment utilized in the installation, maintenance, and repair of the wastewater collection infrastructure and treatment facilities
- Thorough knowledge of laboratory testing methods and procedures common to wastewater treatment operations
- Thorough knowledge of handling chemicals used in wastewater treatment facilities
- Ability to inspect sewage plant machinery and mechanical equipment in operation and to detect flaws and defects in operation
- Ability to operate effectively and safely all equipment and machinery in wastewater plant operations
- Ability to prepare chemical solutions for use in lab tests

DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE

- High school graduate or Associates Degree supplemented with college level courses in chemistry microbiology, mathematics, environmental health or other related classes
- Five years of progressively responsible experience in wastewater treatment field
- Any combination of education, training, or experience, which would qualify for the position as, determined by the City Manager

REQUIRIED CERTIFICATIONS AND LICENSES

- Possession of Class B Wastewater Treatment Plant Operators License
- Must possess or be able to obtain within 30 days, a valid Missouri drivers license
- Class B Commercial Drivers License with air brake and tanker endorsements required within 6 (six) months of appointment

ESSENTIAL FUNCTIONS

Sight, hearing, speech, frequent lateral mobility over various terrain, climbing, lifting items above head; stooping and bending, mentally analyze a situation, solve problems and make decisions under pressure in area of responsibility, performs bending, squatting, sorting, kneeling, and reaching to ground level and overhead as required; lifting, carrying, and stooping; superior strength with ability to push and pull 100 pounds and lift 50 pounds from the ground to 3 feet in height unassisted, changing of physical location; must be able to hold and grip objects; may be subject to sitting for long periods of time; must be able to hold and operate hand tools; must be able to withstand being on feet or in a driving position for long periods of time; subject to awkward positions and confined spaces, must be able to perform all duties in upper level wastewater classifications; subject to a variety of mechanical, electrical, chemical, and other safety hazards associated with treatment system facilities, related equipment, collection system, and related components; subject to smoke, strong odors, sewer gasses, and chemical hazards; possible exposure to disease through contact with wastewater; possible hazards of working in or around traffic; may work a varied schedule including some evenings and weekends; may be subject to pre-employment drug testing; both indoor and outdoor working environment with exposure to dust and pollen; subject to a variety of weather conditions, may be exposed to extreme weather conditions; susceptible to mechanical hazards associated with light and heavy equipment as well as other safety hazards associated with working in and around high volume traffic; may be exposed to constant or extreme noise and fumes or odors.

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FLSA STATUS: **Regular – Hourly** DATE OF LAST REVISION: **June, 2020**

Employee Signature _____ Date _____