

Wastewater Superintendent

Department: Utilities/Wastewater Treatment

Reports to: Utilities Director

Hiring Range: \$50,343 - \$56,866

FLSA Status: Non-Exempt

JOB SUMMARY

Supervises and inspects the work of Plant Operators and contractors engaged in the maintenance of the wastewater treatment plants and sewage lift stations, reviews and prepares budget documents, prepares personnel documents, and reviews lab results for the preparation of regulatory reports.

QUALIFICATIONS

Education and Experience:

- Must have a High School Diploma or General Equivalency Diploma (GED).
- Must have eight or more years of experience in wastewater treatment operation with at least five years in a supervisory role.
- Must possess a Texas Commission on Environmental Quality (TCEQ) Class B Wastewater Operator Certificate of Competency. Class A Certification is preferred.

Special Qualifications:

- Must have a valid Texas driver's license and driving record must be in compliance with city policy.
Must submit to and pass a post-offer, non-regulated drug test and thorough background checks (including criminal history).

Knowledge, Skills and Abilities:

- Must have a good working knowledge of wastewater treatment processes and equipment, construction and maintenance methods, and safety procedures and techniques.
- Must be able to exercise good judgment, make competent decisions, handle multiple projects, prioritize and organize work assignments, and meet deadlines and work well under pressure and stress.
- Must have good leadership, organizational, supervisory, problem solving, and training skills.
- Must have basic knowledge of computers, SCADA systems, wastewater treatment chemicals and testing procedures, math and mechanical skills.

ESSENTIAL JOB FUNCTIONS

- Monitors work crews, works with crews, and follows up for quality control.
- Assists, as directed, and makes recommendations to management in executing personnel/employee related tasks including evaluation, training, setting worker goals and objectives, scheduling work crews, and disciplining employees.
- Performs continual inspections of operational and personnel functions and activities to identify any inefficiencies and ineffectiveness and makes recommendations to management for corrective solutions.
- Investigates and follows through on citizen concerns. Makes recommendations to management on suggested actions to be taken.
- Assists in budget preparation by gathering information, recommending equipment and materials to be purchased, and drafting proposals for new equipment or programs to enhance services.
- Prepares accident/incident reports, identifies and reports hazards and liability exposures, and immediately takes corrective action to resolve unsafe conditions.
- Prepares special reports and recommendations to the Utilities Director and management team, as needed.
- Reviews analytical performance data of treatment facilities and prepares all routine regulatory reports.
- Takes action to correct potential hazards, problem areas, public inquiries, and the status of other work activities, seeking assistance when needed.
- Adheres to personnel, safety, and department policies and procedures.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS

- To perform the essential functions of the job, must be able to read, write, see, hear, and walk; have good hand/foot/eye coordination to operate equipment.
- Perform strenuous physical activities to include, lifting up to 100 pounds, crawling, bending, walking, kneeling, climbing on and off equipment, operating mowing equipment, working indoors, outdoors, in confined spaces on level, unlevelled terrain, and under constantly noisy conditions.

WORK ENVIRONMENT

- Work is performed primarily outdoors where exposure includes, but may not be limited to, dust, dirt, fumes and loud noises in inclement weather conditions.
- Routine activities require working around electromechanical, rotating equipment.
- Work may include handling dangerous/toxic chemicals with appropriate personal protective equipment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.