



JOB DESCRIPTION

Title: Wastewater Superintendent

Department: WPC

Reports to: City Administrator/General Manager

Pay Grade: 75

Date Adopted: February 15, 2021 (Resolution 6677)

Previous Revision Date:

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Responsible for overseeing the supervisory, administrative, and technical operation of the wastewater treatment facility, lift stations, and collection system. Oversees the WPC budget. Requires significant interpretive judgement in variation from established standards and procedures.

Essential Functions:

1. Supervise employees within the WPC Department. Interview, hire, and train employees. Assign and schedule staff duties and responsibilities. Direct, motivate, and evaluate personnel and their work. Handle disciplinary problems and assist with correcting any employee deficiencies. Schedule training to aid in developmental needs of staff.
2. Plan, implement, and maintain standards to ensure the Wastewater Treatment Facility (WWTF) operates efficiently and within required guidelines. Maintain compliance with local, state, and federal regulations. Review and provide input on proposed and existing city ordinances and state and federal laws.
3. Oversee daily operating procedures. Monitors standard wastewater operating procedures for quantity and quality. Assist in the development and implementation of a preventative maintenance program for plant equipment and collection facilities.
4. Develop alternative process procedures and plans for changes in normal load and flow patterns and emergency conditions.
5. Supervise new sewer construction and inspect/maintain existing sewer lines.

6. On call to respond to emergencies and breakdowns in the system.
7. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Develop plans for future electrical methods, equipment, and staffing requirements. Review and recommend expansion and replacement programs for projected capital replacement and improvement program. Tracks the budget to prevent over spending.
8. Review and approve payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitor revenue from revenue generating sources.
9. Respond to emergencies; coordinate manpower and equipment including the emergency procurement of materials, supplies, equipment, and workers from available sources.
10. Participate in planning and implementing capital improvements program; review plans, specifications and construction bids; monitor construction to ensure that the contractor is performing in compliance with contract specifications; initiate partial and final payments; approve final acceptance of project.
11. Attend professional development conferences, seminars, and classes.
12. Conduct the necessary weekend checks of the treatment plant on a rotating basis. Employee must be able to be "on-call".
13. Employee must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
14. Employee must be able to work extended hours in an emergency.
15. Attend staff and BPW meetings, and City Council meetings as required.
16. Attend meetings with Economic Development prospects as required.
17. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
18. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
19. Keep confidential information confidential.
20. Serve on City phone bank and provide administrative support as needed during Emergency Operations.

21. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
 22. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 23. Perform other work which is consistent with the essential functions of the job.
 24. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

High school diploma or equivalent required.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain a Class B commercial driver's license (CDL) with proper endorsements within sixty (60) days from date of hire.

Possession of or ability to obtain a Nebraska Class III Wastewater Treatment Plant Operator Certification within six (6) months from date of hire.

Associate's or technical school degree in Civil, Mechanical, Chemistry, Environmental, or Sanitary Engineering or related fields preferred. Considerable experience in the supervision and/or management of wastewater pumping, treatment, and collection systems preferred; or any equivalent combination of training and experience which provides the knowledge, abilities and skills.

Experience:

Five (5) years experience of wastewater treatment facility or collect system operations, including two (2) years as a supervisor preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Good oral and written communication skills.
2. Good listening skills.
3. Manual dexterity.
4. General construction skills.
5. Good driving skills.
6. Ability to perform basic and routine mechanical work.
7. Ability to establish and maintain positive, effective working relationships with supervisors, co-workers, and the public.
8. Ability to communicate effectively, orally, and in writing.
9. Ability to maintain and/or improve knowledge, skills, and abilities, unassisted.
10. Ability to read, understand and adhere to all department guidelines, bulletins, directives, memorandums and policies.

11. Ability to establish and maintain effective working relationships with civic and official groups and the public, as well as command and hold the respect and discipline of subordinates.
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Mental Requirements:

1. Ability to analyze safety situation.
 2. Ability to make quick decisions.
 3. Ability to stay alert for long periods of time.
 4. Ability to work independently.
 5. Ability to work in a team.
 6. Ability to assess situation and use judgement in responding.
 7. Ability to work under distracting conditions.
 8. Mechanical aptitude.
 9. Alpha/numeric recognition.
 10. Ability to carry out assignments through oral and written instruction.
 11. Ability to take on a leadership role.
 12. Diplomacy and judgement.
 13. Logical reasoning.
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Physical Requirements:

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
 2. Ability to withstand extreme weather conditions.
 3. Exposure to vibrations.
 4. Ability to transverse rough terrain on foot.
 5. Ability to work with exposure to noise.
 6. Ability to distinguish among colors.
 7. Ability to work at extended heights.
 8. Ability to drive city vehicle.
 9. Ability to lift up to sixty (60) pounds.
 10. Ability to bend, climb, and stoop.
 11. Adequate respiratory function to utilize a Self-Contained Breathing Apparatus (SCUBA).
 12. Ability to work in intense life-threatening conditions.
 13. Hand/eye coordination adequate to use assigned technical equipment.
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Supervisory Responsibility (Direct and Indirect):

Direct Wastewater Plant Operator

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21

Date