



Position Description

Job Title	WWTP Superintendent
Department	Public Works
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position supervises the daily operation of the City's wastewater treatment facility and collection system and ensures that all rules and regulations of the DNR are followed by Department employees.

Supervision

Received	Director of Public Works
Exercised	Supervises up to five full time (or full time equivalent) employees.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Supervises employees and Department operations; assigns work and monitors progress; obtains information, supplies and equipment needed for employees to perform their duties; trains employees in job functions and safety procedures; processes payroll.
- Checks facilities for proper operation and efficient performance; adjusts plant process control systems and prepares process control documentation; calculates formulas; controls composition of effluent discharges, foaming in tanks and odors; adjusts pump timers; calculates lab results, records lift station pumping times; troubleshoots systems; reviews and sign off on DNR reports.
- Obtains equipment necessary to maintain operations; contacts vendors and obtains quotes; submits purchase orders and maintains inventory; prepares and manages budget.
- Performs the job duties and functions of the Certified Operator as needed; responds to emergency situations.

- Participates in long range planning for sewer needs of subdivisions.
- Prepares various records, reports and correspondence.
- Serves on rotational pager duty with other water and wastewater employees; on non-pager duty weeks is available on a 24 hour basis to respond to requests as needed and assigns another Department employee to cover when outside of the telephone coverage area.
- Performs the duties of the laboratory technician.
- Responds to citizen inquiries and complaints.
- Attends Council and public Works meetings as needed; participates in planning sessions.
- Schedules short and long term plans and goals for the Department.
- Provides assistance to other departments as needed.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Bachelor’s Degree in Science, Chemistry, Microbiology, Physics or a related field, and at least 6 years of experience in wastewater treatment management with some supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Microbiology, fluid mechanics, chemistry, and solid-fluid separation processes. • Inspection, maintenance and operation of wastewater plant operating equipment, collection systems and lift stations. • Occupational hazards and the safety techniques and practices used to avoid or minimize risks. • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Read mechanical system diagrams and blueprints, sewer maps and complex operation and maintenance manuals. • Develop and maintain records of system operations and present data concisely and clearly. • Assign and supervise the work of others. • Train employees on safety methods used to avoid or minimize occupational hazards. • Organize and prioritize workload and projects. • Perform heavy or difficult physical tasks in adverse conditions. • Establish and maintain effective working relationships with supervisors, coworkers, employees and the general public.
Skill in	<ul style="list-style-type: none"> • The use of tools, machinery and specialized equipment. • Oral and written communications. • Public relations.

Necessary Special Requirements

Valid Wisconsin driver's license; Wastewater Operator's License, Grade IV.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both inside and outdoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents, heavy machinery, noise and disease.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.