



**Department:** Wastewater Treatment  
**Prepared By:** Tom Chism

**FLSA Status:** Exempt  
**Prepared Date:** Dec 27, 2016

**JOB TITLE: Wastewater Treatment Superintendent**

**SUMMARY:**

Supervises and performs work in the installation, construction, repair, operation and maintenance of wastewater treatment facilities. Also serves as Laboratory Director for the facility's ELAP Certified Laboratory.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY**

- Supervises and performs skilled work in all the operation of the wastewater treatment plant & laboratory.
- Determines system changes to maintain quality control standards.
- Communicates with Governmental / Regulatory agencies
- Enters plant operation data in a computer database.
- Maintains records and files on plant operation and equipment maintenance.
- Trains, assigns work and evaluates staff performance.
- Oversees and participates in the following:
  - Operation, maintenance and repairs of aeration basin.
  - Maintenance and repairs of pumps, valves, and bar rake.
  - Measurement and recording of oxygen levels in aeration ponds.
  - Operation and maintenance of clarifiers, scum box and related equipment.
  - Connection and disconnections of chlorine cylinders.
  - Removal of bio solids from sludge lagoons.
  - Monitoring effluent flow to different percolation & storage ponds.
  - Performance of maintenance of outside grounds areas around the plant.
  - Collection of samples and laboratory testing.
  - Performance building custodial care in the plant.
- Perform other duties as assigned.

**OTHER JOB EXPECTATIONS:**

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and to be effective and productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.



### **MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or general education degree (GED); AA preferred, two years' experience as Wastewater Plant operator with the City; or equivalent combination of education and experience.
- Read, understand, implement and practice safety procedures in plant operations.
- Implement principles and practices necessary in wastewater plant operations.
- Perform repairs and adjustments to motors, pumps, and other equipment.
- Read meters and gauges correctly and be able to respond to unusual situations quickly and competently.
- Collect samples and perform laboratory tests.
- Train, supervise, and evaluate staff performance.
- Operate backhoe, trucks and tractors.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Maintain up to date knowledge of regulations.
- Establish, maintain effective relationships.
- Operate a computer and related software.

### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

Knowledge of:

- Functions and purposes of wastewater treatment systems.
- Basic mechanical and electrical systems.
- Safe work practices around gases, electricity and chemicals.
- Goals, policies and objectives of wastewater treatment plant operations.
- Oral and written communication.
- Chemistry and math.
- Operation of computers and related software.
- Policies and objectives of assigned programs.
- Operation of heavy equipment around the plant grounds.
- Collection and testing of samples.
- Chemical applications for wastewater treatment.
- Principles of supervision.
- Laboratory operations in accordance with ELAP Certification requirements.
- College level course work or trade school training in mechanical repair, wastewater treatment technology, or a related field is highly desirable.



#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California driver's license.
- Grade IV Wastewater Treatment Plan Operator Certificate issued by the State of California Water Resources Control Board.
- Laboratory Analyst Certification Grade 1 or higher issued by California Water Environment Association.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

#### **PHYSICAL DEMANDS:**

- Sitting, standing, stooping, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving.
- Required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 75 pounds.
- 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.
- Required to work as a team player, courteously and respectably with co-workers in a close working environment.

#### **WORK ENVIRONMENT:**

- Works in both inside and outside environmental conditions.
- Verbal, face-to-face contact, email, and telephone.
- Occasionally exposed to inclement weather conditions.
- Risk of electrical shock.
- Regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals.
- Noise level in the work environment is usually moderate.
- Must enter confined space areas such as vaults, and reservoirs.
- May be required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.