

CITY OF WEST LIBERTY

POSITION DESCRIPTION

TITLE: Waste Water Plant Superintendent

DEPARTMENTS: Sewer-Waste Water Plant

POSITION: Full Time Exempt

SUPERVISOR: City Manager

JOB FUNCTIONS: Supervises the overall operations and maintenance of the Grade IV Carrousel System treatment plant, laboratory analysis and nine sanitary sewers lift stations. Ensures compliance with local, State, and Federal regulations governing wastewater treatment.

GENERAL RESPONSIBILITIES:

- Plan, organize and direct the operation, maintenance modification and improvement of one or more water and/or wastewater treatment plants and appurtenant facilities
- Analyze operational process control procedures and institute changes when necessary to achieve full compliance with all local, state, and federal regulatory agency water quality and solids disposal requirements as defined in the service contract with the client
- Maintain accurate operational records and prepare reports required by the client and all regulatory agencies
- Communicate effectively, both written and verbally, with supervisors and subordinates
- Administer and monitor operational budgets to attain financial objectives
- Establish and monitor objectives for subordinate salaried personnel and performance objectives for treatment plants within his or her responsibility
- Maintain technical operational skills at the highest level and remain informed of the latest developments in the field
- Establish cooperative relationships with subordinates, vendors, contractors, and all others contacted during work assignments

SPECIAL RESPONSIBILITIES:

- Responsible for the administration and technical support of one or more treatment plants and collection system
- Exercise direct authority over all facilities' functions and personnel in accordance with approved policies and procedures
- Inspect facilities, analyze and evaluate O&M functions, review records and data, interview and select new O&M personnel, initiate or recommend new or improved O&M methods or practices
- Assign operators to designate shifts
- Prepare operator's monthly work schedule
- Assign replacement operators during emergency situations
- May be required to fill in for operators in their absence
- Conduct weekly safety meetings
- Perform other duties as required

MINIMUM QUALIFICATIONS:

- Graduation from high school or equivalent and progressively responsible experience in public works with direct experience in sanitary and storm sewer systems, or equivalent combination of education and experience.
- Demonstrated knowledge of service principles, laws and regulations affecting department activities, mechanical knowledge, and broad-based general construction knowledge related to municipal facilities and structures.
- Ability to communicate effectively verbally and in written form; ability to establish and maintain working relationships with employees, public officials, and the general public; proven analytical skills; proven ability to meet established priorities.

SPECIAL REQUIREMENTS:

- The position requires a Grade IV Wastewater Operators certificate issued by the Iowa Department of Natural Resources. As such, current Grade III operator must be pre-approved by the IDNR to take the Grade IV certification test so as to obtain Grade IV certification within one (1) year of hire.
- Be familiar with the operation and maintenance of a mechanical wastewater treatment plant, carousel system, lift station operation, and maintenance of a public sanitary and storm water sewer systems.
- Must have valid State of Iowa's driver's license with clean driving history.
- Knowledge of the current principles and practices of sludge handling and disposal; soil sciences, agronomics, and farming practices
- Familiarity of executive management practices to include municipal budget processes, Capital Improvement Planning (CIP) and leadership responsibilities

WORK ENVIRONMENT:

The work area can involve a working environment indoors as well as outdoors, which could cause exposure to outdoor elements; proper environmental attire will be required. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact. Must be able to sit, stand, stoop, twist and bend at the waist, turn, kneel, squat, raise arms above shoulder height, grasp, reach, perform repetitive hand movements and fine coordination to work on equipment, have vision sufficient to service equipment, have hearing in the normal range with or without correction. In an 8-hour shift must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 100 pounds from floor level to waist height, push a push-type mower; wear and use appropriate safety equipment.

EQUIPMENT:

- Operate all City equipment on appropriate applications as needed. Numerous types of large motorized vehicles and equipment, pumps, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, trencher and personal computer
- Perform (or arrange for such) general maintenance and repair work on all City equipment as needed. Maintain accurate equipment records.
- Arrange for the rental of equipment as needed.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

DISCLAIMER

All duties and requirements in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.