

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: Wastewater Treatment Superintendent **Job Code Number:** 163
Department: Public Works **Location:** WWTP
Division: Operations **Date:** September 2014

GENERAL PURPOSE

The Wastewater Treatment Superintendent is the leader of a team responsible for planning, organizing, operating and maintaining a 4.0 MGD Class IV wastewater treatment system, including wastewater pumping stations, an activated sludge type secondary treatment plant, in-vessel composting facility, biosolids management program, wastewater laboratory, industrial pretreatment program and recycled water facility. The Wastewater Treatment Superintendent coordinates the wastewater treatment system operations with other departments; and develops and administers the wastewater treatment budget. The Wastewater Treatment Superintendent is in direct responsible charge of the wastewater treatment system and is responsible for compliance with all regulatory requirements, including the preparation and submission of all required reports.

SUPERVISION RECEIVED

Receives general guidance and direction from the Public Works Director.

SUPERVISION EXERCISED

Provides direct supervision to professional and technical staff. Supervision includes, but is not limited to, planning, assigning and reviewing the work of subordinates, effectively recommending hiring and other personnel actions, evaluating individual and team performance, resolving conflicts and taking disciplinary action.

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises personnel, directly and through subordinate supervisory personnel, involved in the operation and maintenance of the wastewater treatment system, including the wastewater treatment plant (WWTP), wastewater pump stations, composting facility, and recycled water facility.
- Supervision involves training, assigning and reviewing work, evaluating performance, counseling, resolving grievances, effectively recommending various personnel actions, and administering disciplinary actions. Supervises union represented staff and works with union representatives within the collective bargaining agreement.
- Analyzes, plans, and implements the wastewater treatment system operation and maintenance activities to resolve technical problems and ensure compliance with all regulatory requirements.
- Reviews and approves monthly discharge monitoring reports and annual industrial pretreatment, biosolids management, recycled water and air contaminant discharge reports.
- Maintains communication and a good working relationship with various regulatory agencies.
- Develops NPDES permit renewal application and negotiates permit conditions with DEQ as needed.

- Coordinates the wastewater treatment system operations with other departments; makes comparisons of operations, methods and procedures to ensure cost effective utilization of the wastewater treatment system capacities.
- Prepares operations, maintenance and capital improvement budget recommendations for the wastewater treatment system. Monitors expenditures for compliance with approved budget.
- Prepares related reports as scheduled or requested.
- Responds to public inquiries and complaints concerning the wastewater treatment system.
- Conducts inspections, reviews operations, prepares project designs, oversees capital improvement plans, develops operating policies and procedures, etc. to ensure safe and efficient operations of the wastewater treatment system.
- Provides operational and other reports to other departments or divisions as requested.
- Ensures compliance with federal and state employment law, and City policies and procedures.
- Ensures compliance with OSHA and City safety rules and procedures established for work areas.
- Ensures compliance with emergency response procedures.
- Manages the wastewater treatment and pump station properties, supervises grounds keeping, building maintenance, for the wastewater treatment and pump station facilities.
- The WWTP Superintendent is responsible for the regular maintenance and necessary upgrades to all of the wastewater treatment and pumping facilities to ensure that the City is in constant compliance with all of the Local, State and Federal requirements
- Must be willing to work outside of normal work schedule to correct or repair for unforeseen (or emergency) WWTP issues or errors.

PERIPHERAL DUTIES

Maintains proficiency by reading materials and attending meetings, seminars, training conferences, and meeting with others in areas of responsibility.

DESIRED QUALIFICATIONS

1. Education and Experience:

- Equivalent to a four-year university education in a related discipline;
- must carry a Class IV WWTP certification;
- must have ten (10) years experience in treatment plant operations with at least two (2) years at a Class IV wastewater treatment system;
- must have two (2) years of supervisory and budget experience; or
- a satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job duties.

2. Knowledge and Abilities:

- Broad knowledge of wastewater treatment and pump station systems, equipment operation and maintenance requirements.

- Thorough knowledge of current state and federal laws and regulations applicable to the position, including water quality standards and wastewater discharge regulations, industrial pretreatment program requirements, biosolids management requirements, recycled water regulations, labor and employment laws, and safety regulations.
- Knowledge of personnel practices and supervisory principles;
- Knowledge of budget management;
- Knowledge of laboratory procedures used in water and wastewater analysis;
- Knowledge of treatment facility engineering;
- Knowledge of the chemical, biological and physical processes involved in wastewater treatment systems;
- Knowledge of the occupational hazards and safety precautions related to water and wastewater treatment systems;
- Advanced computer skills with proficiency in word processing, spreadsheet and database software;
- Ability to communicate effectively both orally and in writing with the public, members of outside agencies, and employees;
- Ability to establish and maintain cooperative working relationships with other individuals of diverse backgrounds, and with other organizations;
- Ability to effectively resolve conflicts between individuals and between the Wastewater Treatment Division and other City divisions and departments, and between the City and outside agencies and organizations.

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. While performing the duties of this position, the employee is frequently required to stand, sit, negotiate stairways and ladders, communicate, reach and manipulate objects, tools or controls, and may be required to enter confined spaces. The position requires mobility. Duties involve moving materials weighing up to ten (10) pounds on a regular basis such as files, books, office equipment, etc. Activity and types of duties performed require manual dexterity and coordination less than 50% of the work period. Reasonable accommodation will be made to meet the needs of qualified individuals with known limitations who can perform the essential job functions of the job.

The employee must occasionally lift and/or move up to fifty (50) lbs.

WORK ENVIRONMENT

The work is performed in a wide variety of environments, indoors and outdoors, in inclement weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, raw sewage, risk of electrical shock, and vibration.

TOOLS AND EQUIPMENT USED

The successful applicant will possess skill in the use of mobile radio, phone, and personal computer and virtual desktop infrastructure environment (thin client computing), MS applications, including word processing, spreadsheet, scheduling, and other software, SCADA systems, network-connected copy

machine with scanning, and other office equipment.

SPECIAL REQUIREMENTS

- Valid State Driver's license.
- Certification as a State of Oregon Wastewater Treatment Plant Operator IV.
- Wastewater Collection III or IV certification is desirable.

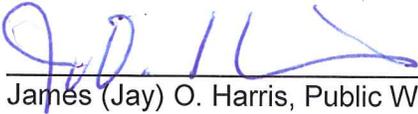
SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; reference checks, and criminal history check. Fingerprinting and other security clearances may also be conducted based upon necessity for accessing certain City facilities. Job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL:



James (Jay) O. Harris, Public Works Director

APPOINTING AUTHORITY:



Jacquie M. Betz, City Manager

Effective Date: September 2014