



Wastewater Treatment Plant Superintendent

Purpose of the role:

Under administrative direction, plans, organizes, and manages the activities and operations of the Wastewater Treatment Plant Division within the Public Works Department; oversees and manages the operations and maintenance of the wastewater treatment plant facilities in compliance with state and federal requirements; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Public Works Director; and performs related duties as assigned.

Distinguishing Characteristics:

The Wastewater Treatment Plant Superintendent is a Division head with responsibility for planning, organizing, and implementing major programs, services, and operations related to the assigned area. Incumbents in this class are responsible for developing and implementing the Division's goals and objectives and for planning, organizing, and directing the work of subordinate staff. Assignments are broad in scope and are carried out with a significant degree of latitude and independence.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, controls, integrates, and evaluates wastewater treatment plant activities and operations within the Public Works Department; develops, implements, and monitors short and long-term plans, goals, and objectives focused on achieving the department's mission and priorities; manages and directs the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals, objectives and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, in accordance with the City's Personnel Rules and Regulations.

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services and staffing levels.
- Provides leadership and works with staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission and values.
- Participates in the development of the Department's annual budget; forecasts funds needed for the Division's staffing, equipment, materials, and supplies; approves Division expenditures and implements budgetary adjustments as appropriate and necessary.
- Directs and participates in analyses and prepares recommendations and reports on plant operations, regulatory compliance issues and requirements, capital development, and other technical and management issues; establishes the time, material, equipment, and personnel required for major projects.
- Oversees and evaluates plant operations to ensure compliance with federal, state and local requirements and to maintain processes at an optimal and cost effective level; directs programs, projects and operational changes to meet these requirements.
- Prepares and submits regular operations and maintenance reports and required regulatory reports to county, state and federal environmental agencies.
- Directs preparation and approves specifications for construction projects and the purchase of equipment; reviews and evaluates consultant drawings, specifications, studies and recommendations.
- Oversees and ensures compliance with the division safety program in accordance with City and OSHA safety requirements.
- Develops work plans for environmental studies.
- Oversees operational interface with plant construction projects and integrates with existing operations.
- Coordinates the work of the division with other City divisions or departments, outside agencies or concerned citizen's groups; works closely with public and private groups and individuals to explain or coordinate proposed programs.
- Provides staff assistance to the Public Works Director; directs and participates in the formulation of Capital Improvement plans; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.
- Maintains current knowledge of new trends and innovations in the field of wastewater treatment plant operations and maintenance; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Explains, justifies, and defends assigned programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a wastewater treatment plant.
- Principles, practices and methods of administering and operating an activated sludge, aerobic digestion, and tertiary and chemical wastewater treatment plant.
- Principles and practices of program development and administration.
- Pertinent federal, state, and local laws, codes, regulations, and permits including state and federal mandates affecting the operation of a wastewater treatment facility, the discharge of treated wastewaters, and safety regulations concerning industrial environments and hazardous materials.
- Chemistry and microbiology principles.
- Current methods, terminology, equipment, tools, and materials utilized in the operation, maintenance, and repair of a wastewater treatment plant.
- Types and level of maintenance and repair activities generally performed at a wastewater treatment plant.
- Operational and mechanical maintenance characteristics of tools and equipment used in the operation and maintenance of a wastewater treatment plant including pumps, motors, chemical feeders, and metering equipment.
- Construction management methods and techniques.
- Principles and practices of purchasing, including the preparation of bid specifications.
- Mathematical principles.
- Principles and practices of record keeping and report preparation.
- Occupational hazards and standard safety precautions.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

***Desired
Minimum
Qualifications:***

Ability to:

- Oversee and participate in the management of a wastewater treatment plant.
- Manage and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of divisional goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Direct supervision of the operations of equipment commonly found in wastewater treatment plants.
- Monitor and maintain plant processes at an optimal and cost effective level.
- Act decisively and correctly in diagnosing treatment issues that could jeopardize discharge permit compliance.
- Devise and implement efficient, safe, and effective work schedules for a continuous, around the clock operation.

- Perform computer calculations as necessary to determine operations parameters.
- Ensure adherence to safe work practices and procedures.
- Estimate time, material and labor costs for maintenance and repair projects.
- Use math and mathematical reasoning.
- Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents including technical illustrations, blueprints, maps, plans, specifications, wiring and pneumatic diagrams.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Learn and apply new skills or information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Skill and Career Development Coach
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by college level course work in chemistry, biology or a related field.

**Education and
Experience
Guidelines:**

Experience:

Eight years of increasingly responsible experience in the operation and maintenance of a wastewater treatment plant including two years of management and administrative responsibility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

State of California Grade V Wastewater Treatment Certificate.

The conditions herein 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 job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in a treatment plant and office setting and operate plant and office equipment; sit, stand, walk, reach, twist, turn, kneel, bend, squat and stoop; grasp, repetitive hand movement and fine coordination in preparing reports using a computer key board.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Treatment plant and standard office setting; frequent interaction with City officials, officials of other governmental agencies, consultants and contractors, and employees; occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, noise, dust, grease, fumes, gases, potentially hazardous chemicals, and electrical energy; works around water or wastewater; infrequently works near moving mechanical parts, in precarious places, and around moderately loud noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: