

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Wastewater Superintendent	Department : Wastewater Division	
Reports to: Public Works Director	FLSA Classification : Exempt	
Career Ladder: Public Works Director	Pay Grade No. 9	Approval Date: 11/1/2011

POSITION SUMMARY:

The fundamental reason this classification exists is to provide overall management for the Wastewater division. Incumbents are required to manage division budgets; request capital improvement projects; provide team guidance; promote, assess, and implement team initiatives. The nature of the work is such that considerable independence is allowed in directing the overall operations of the Division. This position reports directly to the Public Works Director who formulates policy and provides general direction. Performance is evaluated through observation, conferences, reports and/or results obtained

CLASS CHARACTERISTICS:

This single position management classification is responsible for the management of all activities of the Wastewater Division, and is responsible to the Public Works Director for the fulfillment of the Wastewater related goals and objectives of the City. It plans and directs the activities of the Wastewater Treatment Facility and Collection systems programs and prepares periodic reports to the State of California, Public Works Director and City Council, as required. It has the responsibility for the preparation of the Wastewater budget under the guidance of the Public Works Director.

ESSENTIAL RESPONSIBILITIES:

Plans, directs, and supervises the work of supervisory, skilled, and semi-skilled personnel engaged in the operation, maintenance, and new construction of complex wastewater systems

Tracks and monitors facility operations and economics

Ensures facilities maintain all Federal, State and City regulations during day-to-day operations

Prepares budgets and performs cost analysis, cost avoidance, and cost projections

Evaluates facility expenditure estimates and base budget requests, and makes necessary adjustments

Plans and implements short-term and long-term operations schedules

Inspects facility to ensure maximum operational efficiency and reduce unscheduled down time

Responds to operational, electrical, and mechanical problems, and develops and implements solutions

Prepares narrative and statistical reports to the Public Works Director on Division operations, treatment, or service delivery, commodity and chemical usage, and equipment replacement and repair needs

Confers with engineers, process control specialists, and/or consultants on facility operation problems

Researches and evaluates requirements for commodities, services, personnel, and training needs

Participates in developing plans for new equipment installations, enlarging process capabilities, and general rehabilitation or modernization of existing facilities

Develops and supervises the application of techniques and methods in various process or system controls to increase the efficiency of facility operations

Works directly with engineers and consultants on various studies and pilot programs

Develops specifications for new equipment and negotiates and monitors service contracts

Researches and develops procedures for testing new and bid-qualifying products and analyzes and evaluates results

Promotes team involvement and participation in setting goals, priorities, and strategies for safe, efficient, and effective plant/facility operations

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Will be required to work weekends, after hours, holidays and on-call as required by the Public Works Director.

May perform other work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – City of Wasco wastewater facility and collection systems; Applicable State and Federal regulations; Principles, methods, materials, and equipment of the water and/or wastewater industry; Functions and mechanics of facility machinery and equipment, and of routine and emergency service and maintenance requirements; Occupational hazards and safety precautions of the work; Principles and practices of finance and budgeting; Research techniques and statistical analysis; Modern employee management techniques closely aligned with an empowered and team-oriented workforce.

Skilled in – Planning, organizing, administering and coordinating a variety of Wastewater Division maintenance programs and services, and assigning and directing the work of staff. Providing skilled analytical and management staff support to the Public Works Director. Conducting complex analytical studies, evaluate alternatives and make effective recommendations. Reading, interpreting and applying complex procedures, policies, rules and regulations. Negotiating and representing City interests. Organizing and prioritizing assigned work. Preparing clear, accurate and concise reports, correspondence and other written materials. Maintaining confidentiality. Establishing and maintaining effective working relationships with those contacted in the course of work and with professional colleagues in other jurisdictions. Communicating tactfully, sensitively and effectively with employees and employee

representatives. Using initiative and making sound and independent judgments within established goals and objectives

Ability to - Plan and direct the work of major water or wastewater plants and/or facilities; Perform a broad range of supervisory responsibilities over others; Organize skilled work groups to pursue common and mission critical objectives; Communicate orally in the English language with customers, clients, and the public using written correspondence, telephone, electronic-messaging, or in one-to-one or group settings; Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar; Develop sketches and drawings of proposed work and effectively communicate ideas; Read, understand, and interpret construction plans and specifications; Organize data and present information and recommendations in a logical format both orally and in writing in the English language; Work cooperatively with superiors, subordinates, engineers, consultants, contractors, other City departments, outside agencies and the public; Work safely without presenting a direct threat to self or others; Travel across rough, uneven, or rocky surfaces at a treatment plant or facility; Enter data or information into a terminal, PC, or other keyboard device; Comply with the Confined Space Entry procedure as approved by the Occupational Safety and Health Administration.

Licenses and Certificates – Possess an appropriate California Driver License with a driving record acceptable to the City. Must possess, and maintain a Grade III Wastewater Operator Certificate issued by the State of California Water Resources Control Board. Possession of a Grade IV certificate is desirable but not required.

Physical Abilities and Work Environment – The employee must be able to stand for lengthy periods of time in both indoors and a variety of outdoor physical and weather environments with exposure to extreme temperatures. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, work in confined places, and possess keen hearing and smell. Operate motorized vehicles and equipment. Exposure to a variety of hazardous gases, chemicals, and chemical compounds used in the course of work. Must possess the manual dexterity to use small hand tools, to use keyboard equipment, and be able to lift up to 100 lbs.

Other – Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Five years of experience in the operations and maintenance of wastewater treatment facility (or related system facilities), including three years in a supervisory capacity directly associated with such systems or related facilities

Education - an Associate's degree which includes course work in water distribution, biology, chemistry, mathematics, management or administration, civil engineering, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date