

Personnel
1-16-17

17-0045

RESOLUTION

**WWTF SUPERINTENDENT FILL VACANCY/REVISE JOB DESCRIPTION
WWTF CHEMIST RECLASSIFICATION/WAGE/REVISE JOB DESCRIPTION**

WHEREAS, the Wastewater Treatment Facility Board, at a meeting held on January 3, 2017, recommended revisions be made to job descriptions for the WWTF Superintendent and Chemist positions, as a result of shifting pretreatment program responsibilities from the Superintendent to the Chemist, and that the Human Resources Department head the recruitment for a new Superintendent; and

WHEREAS, in an effort to maintain a consistent and fair pay structure for employees, the City of Manitowoc adopted Carlson Dettmann's Compensation Plan Implementation and Administration Guidelines and revised Pay Plan on September 15, 2014; and

WHEREAS, the attached revised job descriptions for WWTF Superintendent and Chemist have been evaluated by Carlson Dettmann, and have recommended the Superintendent position remain at Grade O, and the Chemist position be reclassified from Grade G to Grade H of the Compensation Plan; and

WHEREAS, the Personnel Committee has unanimously approved the revised job descriptions, Chemist position reclassification, and posting of the vacant Superintendent position, at a meeting held on Wednesday, January 4th, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Manitowoc to approve revised job descriptions for the Wastewater Superintendent and Chemist, reclassification of the Chemist position from Grade G to Grade H of the Compensation Plan, and posting of the vacant Superintendent position, effective upon passage of this resolution, all in accordance with the Employee Policy Manual, which shall be amended to reflect the change in classification of the Chemist.

Introduced JAN 16 2017 _____

Adopted _____

Approved _____

Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

Fiscal Impact: n/a
Funding Source: WWTF – Sewer User Rates
Finance Director Approval: /sc
Approved as to form: /kmm

Job Description

Human Resource Use Only

Position Number:

Step/Grade - O

Effective Date: 1/2017

POSITION IDENTIFICATION

Position Title: Superintendent
Division: Wastewater Treatment Facility
Status: Full Time Exempt
Normal Workweek: Monday – Friday (7:30 a.m. – 4:30 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: Wastewater Treatment Facility Board
Directly Supervises: All wastewater facility personnel

POSITION PURPOSE

This management position is responsible for all facets of management and operation of the Wastewater Utility. The Superintendent performs varied skilled, technical, and supervisory work while utilizing the equipment, processes, and staff to ensure the facility produces effluent within DNR permit compliance. The Superintendent oversees the maintenance and repair of all equipment, buildings, and grounds. Coordinates with other city staff on the maintenance and repairs on the collection system and its lift stations. Develops and oversees the Utility annual O&M budget and reviews and adjusts the sewer user rates. Superintendent is the point of contact and responsible for all reporting to regulatory authorities. The WWTF is a continuously staffed operation resulting in this position being subject to call anytime. The Superintendent works under the general supervision of the WWTF Board.

ESSENTIAL DUTIES

- Designated as WWTF Operator in Charge (OIC) for all reports and matters relating to compliance with state and federal laws and regulations. Position is signatory to all reports to regulatory agencies.
- Supervises non represented staff of four and oversees the supervision of the nine represented Utility employees. Interviews, hires, promotes, demotes, suspends and takes disciplinary action as needed
- Monitors plant processes and sets operating parameters by reviewing monitoring data to identify anomalies, confers with lab personnel, to identify process upsets or trends ensuring operational adjustments are made in a timely manner and permit compliant effluent is produced.
- Prepares and/or reviews and approves required reports on facility operations for the DNR including: DMR, Land Application Reports, metal analysis reports, CMAR, and Pretreatment reports.
- Prepare and administer the annual O&M budget for the Utility including the treatment facility, collection system and the lift stations. Calculates, adjusts, and presents for approval the sewer user charge sewer rates and surcharge values for high strength dischargers. Calculates disposal rates for WWTF hauled waste customers.

- Identifies needs and deficiencies within the facility and develops projects and conceptual costs for inclusion, funding, and approval in the annual WWTF Capital Improvement program.
- The Superintendent assists the Chemist/Pretreatment Coordinator in the administration, inspection requirements, and recordkeeping of the Industrial Pretreatment Program.
- Responsible for establishing and maintaining safe working conditions and practices and to provide the training and testing required by the applicable safety laws and regulations
- Reviews and approves the weekly payment of Utility invoices, verifies charges are posted to the proper accounts and monitors accounts payable and budget line balances to stay within approved budget account balance.
- Processes employee grievances and works with the City Attorney on arbitration issues
- Reviews, monitors, and approves payroll, vacations, sick leave use, and approves overtime when necessary
- Reviews monthly billing of sewer metered industrial customers and outside waste haulers, calculates disposal rates and quarterly surcharges for high strength industrial sewer users.
- Oversees the sludge disposal program

OTHER DUTIES

- Monitors employees and their behavior, recommends Employee Assistance Program when the need for assistance is evident
- Approves the purchase of major replacement equipment, shop equipment, and tools.
- Reviews employee duties, positions, and updates job descriptions when warranted
- Develops and implements a Mercury Reduction Program
- Attends after office hours WWTF Board meetings, Committee meetings, and Common Council meetings
- Sets the WWTF board agenda items, the supporting documents, and provides necessary updates on the status of projects and the operations at the regularly schedule WWTF Board meetings. Acts as the WWTF Board secretary and drafts the open and closed session meeting minutes.

MINIMUM POSITION QUALIFICATIONS

Education: Bachelor of Science degree from an accredited university or college with a major in chemistry, biology or environmental engineering, or a closely related field. with a combination of education and relevant experience that provides equivalent knowledge, skills and abilities to perform the essential functions of the position.

Experience: A minimum of five or more years of progressively responsible experience in Wastewater treatment and Utility management with at least three years of supervisory experience

Certifications/Licenses: Valid drivers license. State of Wisconsin Grade IV Wastewater Operator certification along with the facility applicable sub grades. The following sub grades are required for the Manitowoc Wastewater Treatment Facility: a) Primary Settling; b) Trickling Filter; e) Disinfection; f) Anaerobic Digestion; h) Tertiary Filtration; i) Phosphorus Removal; and l) Laboratory

Other Requirements: Understands duties and promotes the performance of work tasks in a safe and efficient manner.

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess considerable knowledge in the theory, principles, and practices used in the treatment of wastewater; knowledge and experience in wastewater treatment biology, chemistry, laboratory analysis and bacteriological testing used to evaluate and control the wastewater purification process; familiarity with categorical standards and local limits for pretreatment of industrial wastewaters, industrial waste treatment methods and industry standards, and the effects of industrial discharges on the wastewater treatment processes and equipment; requires remaining abreast of pending legislation, emerging contaminants of concern, and of treatment technologies being developed for meeting current and future effluent limitations; and familiarity with the principles and practices of supervision, employee development and training, coaching, discipline, and employee performance. This position must have the ability to listen, reason, troubleshoot, and exercise sound judgment and decision making, and communicate clearly and concisely with staff and members of the public; communicate effectively in both written and oral form, and able to prepare reports for the EPA, DNR, WWTF Board, City officials, other departments, and WWTF staff; knowledgeable in predictive, preventative, and corrective maintenance including: methods, equipment, tools, and materials used in the maintenance and repair of pumps, gear boxes, compressors, HVAC, boilers, blowers, valves, and other related equipment found in a wastewater treatment facility and collection system; proficient in the use of office equipment to send electronic mail, create documents, spreadsheets, and reports; and must be able to utilize specialized maintenance software and control the treatment processes and equipment with the facility SCADA system. This position must have a strong working knowledge of the occupational hazards and standard safe work practices associated with efficient wastewater plant operation and maintenance; have the ability to read and interpret policy manuals, contracts, City ordinances, Wisconsin Administrative Codes, lab results, blueprints, engineering and other technical data; possess understanding of the general concepts of math, algebra, geometry, physics, engineering, and accounting principles as these skills are valuable in resolving issues related to the work associated with this position.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: Position requires good hand-eye coordination and manual dexterity necessary for use of computer keyboard and mouse, SCADA computers, hand held radios, telephone, calculator, phones, fax, navigating HMI touch screens, using basic hand tools, and operating motorized equipment.

Physical Effort: A great deal of walking is required to physically inspect equipment and the facility including ascending and descending ladders and climbing up and down stairways of three to four levels. Will be required to stoop, kneel, bend, crouch, grab, twist, push and pull in performance of daily

duties. Requires vision and hearing requirements of normal ability, or corrected by glasses and/or hearing aids. The individual may assist plant staff and may lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Working Conditions: The individual must be able to withstand all environment conditions within reason. Normal supervision of operations and maintenance tasks will demand exposure to the elements at anytime and for extended periods. The employee must be able to use appropriate safety and protective equipment in environments of hot or cold temperatures, excessive noise, vibration, greasy and oily equipment, noxious odors, hazardous chemical locations, confined space conditions, electrical shock situations, and in dealing with wastewater itself. Safety toe shoes and safety glasses are required to be worn when working at the plant.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Job Description

Human Resource Use Only

Position Number:
Step/Grade - H
Effective Date: 1/2017

POSITION IDENTIFICATION

Position Title: Chemist/Pretreatment Coordinator
Division: Wastewater Treatment Facility
Status: Full Time Nonexempt
Workweek: Mon-Fri (6:30 a.m. – 3:00 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: Superintendent
Directly Supervises: Assistant Chemist

POSITION PURPOSE

The Chemist performs and oversees all professional laboratory functions and duties required for reporting and to operate the WWTF in manner that is compliant with its NPDES permit. Oversees or collects samples for in house laboratory testing and for specialized tests shipped to contracted labs. The Chemist conducts a variety of routine chemical and biochemical analyses on influent and effluent wastewater, and the raw and digested biosolids as necessary for plant process control and to satisfy all reporting requirements. Chemist is responsible for keeping all paper and electronic records relating to laboratory, the QA/QC program, and all plant operational data. Directs the City's industrial pretreatment program and coordinates pretreatment operations with industrial representatives and City officials

ESSENTIAL DUTIES

- Responsible for generating all lab analytical data as required for permit compliance and process control of the WWTF.
- Performs routine and specialized tests on sewage and sludge samples including: fecal Coliform, pH, ammonia-nitrogen, dissolved oxygen, suspended and total solids, biochemical oxygen demand, chlorine residual, and total phosphorus in accordance with Standard Methods and Wisconsin Department of Natural Resources approved methodologies
- Documents and prepares stock and standard solutions and mixes chemical reagents required for lab testing.
- Calibrates, operates and also maintains specialized lab equipment such as D.O. meters, pH meter and ion selective probes, spectrophotometer, incubators, drying oven, autoclave, and muffle furnace.
- Develops, institutes, and maintains the lab quality control and quality assurance program.
- Responsible for all electronic and paper bench sheets and the retention of all laboratory records.
- Inventories and orders all laboratory supplies, reagents, glassware, chemicals, and lab instruments and equipment.

- Interprets lab results and recognizes treatment efficiency problems and communicates with plant staff on the treatment process.
- Analyzes and interprets sample results to make timely adjustments in chemical feed rates.
- Directs the required industrial pretreatment program that includes 22 different permitted industries. Program requirements include: conduct annual inspection of each industrial facility, drafts facility discharge permits, handles participant inquiries, maintains submitted lab result database, collates data and completes semi-annual and annual compliance reports, issues NOV's (Notice of Violation) as necessary and enforces compliance with permit holders.
- Inputs data, reviews, and transmits the facility's monthly Discharge Monitoring Report.
- Trains other plant staff in lab protocol and in required weekend lab sampling and procedures.

OTHER DUTIES

- Analyzes beach and pool samples for the County Health Department.
- Performs suspended solids on backwash return for MPU Water Department
- Performs related Utility work as required

MINIMUM POSITION QUALIFICATIONS

Education: Bachelor of Science degree from an accredited university or college with a major in Chemistry, biology or closely related field of study or a Water Pollution Control Associate degree with laboratory experience.

Experience: A minimum of 2 years of laboratory experience in water chemistry including biological and chemical analyses of water and/or wastewater.

Certifications/Licenses: Valid driver's license. A Wisconsin Wastewater Operator's Certificate is desirable.

Other Requirements: Must familiar and understand the wastewater treatment process and how and when adjustments are made in order to optimize plant performance. Ability to calculate chemical standard concentrations, calculate percentages, averages, formulas, fractions and decimals. Chemist must be able to apply concepts such as percentages, ratios, area, volume, circumference, and be able to interpret basic statistical data and reports.

KNOWLEDGE, SKILLS, & ABILITIES

This position requires thorough knowledge of wastewater laboratory procedures, chemical reagents, standards, and laboratory equipment. Must be able to operate, calibrate, and maintain all in house lab instruments with the ability to perform all analyses in accordance with US EPA, Standard Methods, and Wisconsin DNR protocol. This position must possess the ability to read and interpret DNR and EPA regulations and codes; the ability to prepare and submit Discharge Monitoring Reports; ability to communicate results and correspondence effectively in both written and oral form; must have good written and oral communication skills; and the ability to perform a variety of chemical and mathematical equations and calculations.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee may be required to climb, balance, stoop, kneel or crouch. Vision and hearing should be of normal ability and is suitable if corrected by glasses and/or hearing aids. Must have the ability to use a calculator, computer, telephone, hand held radio units, and copy machines.

Manual Dexterity: Position requires good hand-eye coordination and manual dexterity necessary for pipeting, measuring, and the titrations necessary to perform the essential functions of the position.

Physical Effort: A good deal of walking is required to the composite samplers and sample points in various locations and levels within the facility. Will be required to stoop, kneel, bend, crouch, grab, twist, push and pull in performance of daily duties. Requires vision and hearing requirements of normal ability, or corrected by glasses and/or hearing aids. Must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Must be able to lift seventy five pound along with the ability to stand for several hours.

Working Conditions: While performing the duties of this job, the employee is generally indoors but is regularly exposed to outside weather conditions to collect samples, adjust chemical feeding rates, and to evaluate the WWTF process. Safety toe shoes and safety glasses are required to be worn when working in the lab and when in the plant.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

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