

Job Description

Human Resource Use Only

Position Number:

Step/Grade

Effective Date: 12/2013

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. Directs the City's industrial pretreatment program and coordinates pretreatment operations with industrial representatives and City officials. 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.
 - Directs the required industrial pretreatment program that includes 20 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, prepares and is signatory for all annual compliance reports, issues NOV's (Notice of Violation) as necessary and enforces compliance with permit holders.
 - 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.
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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.