

Job Description

Human Resource Use Only

Position Number:
Step/Grade – M
Effective Date: 12/2013

POSITION IDENTIFICATION

Position Title: Assistant Superintendent
Division: Wastewater Treatment Facility
Status: Full Time Exempt
Workweek: Monday – Friday

SUPERVISORY RELATIONSHIPS

Reports to: Superintendent
Directly Supervises: Operators, Electrician, Electromechanical Tech, ~~WWTF Plant staff~~

POSITION PURPOSE

This is a management position responsible for planning, organizing, and supervising staff engaged in operating and maintaining the Wastewater Treatment Facility. The Assistant 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 Wastewater Facility is a continuously staffed operation resulting in this position being subject to call anytime. The Assistant Superintendent works under the general supervision of the Superintendent.

ESSENTIAL DUTIES

- Physically observes the liquids and solids processes, the equipment, structures, and grounds to identify and prioritize future work tasks
- Reviews shift operator calendar, approves employee leave requests, fills shift vacancies, and updates vacation calendar for anticipated absences.
- Monitors plant SCADA system, reviews daily flows and process data, and oversees chemical feed rates, sludge pumping, process set points, and daily operation of the WWTF
- Develops and inputs new work orders into the computerized Jobcal database. Adds, modifies, skips, and deletes equipment, tasks, and individual work orders as necessary. Creates and inputs corrective work orders performed on process and ancillary plant equipment.
- Plans, coordinates, and distributes daily work assignments and repair orders for operators and plant maintenance staff. Inspects work completed and the work in progress.
- Monitors plant processes and confers with lab personnel to identify trends or abnormalities to ensure operational adjustments are made in a timely manner
- Monitors chemical consumption, maintains adequate chemical supply, and orders all process chemicals including chlorine, ferric chloride, and sodium bisulfite
- Manages secondary digester levels, coordinates contractor for hauling from the WWTF, oversees the daily operation of the biosolids storage lagoons and assists in meeting the requirements of the land application disposal program and completing all DNR forms.
- Assists in selection and purchase of new or replacement equipment, repair parts, supplies, and project materials

- Supervises Operators and Maintenance staff, develops, updates, and administers Performance Review Evaluations
- Identifies opportunities for capital projects or plant improvements in process resulting in more efficient means of operability and maintenance.
- Responds and reports when called for emergency situations, storms, or major equipment failure

OTHER DUTIES

- Coordinates projects and work activities involving the WWTF and other City departments
- Schedules maintenance and service of WWTF vehicles with DPW
- Monitors the WWTF fuel oil storage tank and documents alarm status and leak detection system
- Contacts service providers and schedules annual backflow preventer testing, crane and lift inspections, generator load bank testing, boiler service, flow meter calibration, and fire extinguisher service.
- Assists in interviewing, selection, and training of new employees
- Attends WWTF Board meetings and Council meetings as needed
- Participates in required safety training and enforces staff compliance with safety programs and procedures
- Monitors employees and their behavior, recommends Employee Assistance Program when the need for assistance is evident

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 a combination of education and relevant experience that provides equivalent knowledge, skills and abilities to perform the essential functions of the position.
Experience:	Five plus years progressively responsible experience in all aspects of wastewater utility operations including employee supervision.
Certifications/Licenses:	Valid driver's license. State of Wisconsin Advanced Wastewater Operator certification along with the facility applicable sub grades. The following sub grades are required for the Manitowoc Wastewater Treatment Facility: A2 (Attached Growth Processes), B (Solids Separation), C (Biological Solids/Sludge Handling, Processing, and Re-use), D (Disinfection), P (Total Phosphorus), and L (Laboratory).
Other Requirements:	Understands duties and promotes the performance of work tasks in a safe and efficient manner. Enforces the safety programs, policies, and protocol of the WWTF.

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; must have the ability to plan, schedule, and coordinate and supervise the work of others; familiarity with the principles and practices of supervision, employee development and training, coaching, discipline, and employee performance; the ability to listen, reason, exercise sound judgment and decision making, and communicate clearly and concisely while maintaining effective employee and public relations. This position must be 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; be able to utilize specialized maintenance software and control the treatment processes and equipment with the facility SCADA system; and must possess a working knowledge of the occupational hazards and standard safe work practices associated with efficient wastewater plant operation and maintenance.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to 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, 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.

