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## **WASTEWATER TREATMENT PLANT SUPERINTENDENT**

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### **DEFINITION**

Under general direction of the General Manager Environmental Services, assigns, reviews, supervises and participates in the work of staff responsible for the operation, maintenance and repair of the wastewater treatment plant and related facilities; to provide technical staff assistance; and to do related work as required. Establishes operational and maintenance protocols, procedures, and policies and manages all aspects of the treatment facility to maximize quality, efficiency, and effective performance.

### **SUPERVISION EXERCISED**

Exercises direct functional and technical supervision over professionals, technical and administrative support staff as assigned. May fill in for the duties of the General Manager Environmental Services in their absence.

### **EXAMPLES OF ESSENTIAL DUTIES**

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.

1. Ensure compliance with local, State and Federal agencies, standards and regulations; interpret policies and procedures established by all related regulatory agencies; prepare and submit reports to these agencies on an annual and monthly basis.
2. Manages the wastewater treatment and membrane biological reactor systems to meet water quality standards and departmental goals.
3. Assist in the Department's development and implementation of goals, objectives, policies and priorities.
4. Organize, schedule, assign, supervise and coordinate directly and through subordinate operators of the wastewater system and facility.
5. Review project plans and drawings to make recommendations based on field observation and operational problems.
6. Participates in the development and administration of the City's wastewater budget; including forecasting funds for staffing, equipment, materials, and supplies; and recommend alternatives or adjustments as necessary.
7. Attend and participate in organizational and community meetings as necessary; stay current on issues relative to the field of water quality and water treatment; respond to and resolve community and organizational inquiries and complaints.

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8. Prepare and present staff reports and other necessary correspondence to appropriate boards, groups and/or committees.
9. Ensures wastewater and recycled water facilities are maintained and operated in such a manner as to meet Cal-OSHA safety standards.
10. Prepares cost estimates, bid specifications for operations and maintenance supplies and equipment.
11. Assist and leads in the decision making process to resolve emergency conditions resulting from sewer process malfunctions or interruptions.
12. Develops and performs regular inspections of the operations and maintenance equipment and machinery.
13. Organizes and supervises a variety of wastewater related programs.
14. Collects and interprets performance data on a daily basis and recommends and executes changes and adjustments to enhance the plant's process performance.
15. Maintains wastewater maintenance and organizational records.
16. Maintains the inventory for operations and maintenance supplies.
17. Organizes projects in accordance with available personnel, equipment and materials.
18. Provides recommendations for upgrading systems, equipment and techniques.
19. Train, supervise, evaluate, motivate and discipline subordinate personnel; recommend training programs for the treatment plant.
20. Perform other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Wastewater Treatment Plant Superintendent is the management level class responsible for the administration, maintenance and repair of the wastewater treatment plant.

## **KNOWLEDGE, ABILITIES AND SKILLS**

### Knowledge of:

1. Operational characteristics, services and activities of a wastewater plant operation and maintenance program.
2. Organizational and management practices as applied to the analysis and evaluation of wastewater plant and recycled water programs, policies and operational needs.
3. Modern and complex principles and practices of program development and administration and project scheduling and management.
4. Methods, materials, techniques and equipment used in the operations and maintenance of wastewater facilities.
5. Types and level of maintenance and repair activities generally performed at a wastewater treatment plant.
6. Standard principles of biology, chemistry and mathematics as related to wastewater and recycled water treatment.
7. Principles of budget and preparation and control.
8. Principles of supervision, training and performance evaluation.
9. Modern office practices, methods and computer equipment.
10. Principles and procedures of record keeping and reporting.
11. Occupational hazards and standard safety practices necessary in the area of work.
12. Safe driving principles and practices.

### Ability and Skill to:

1. Manage and coordinate the work of assigned personnel.
2. Select, supervise, train and evaluate staff.
3. Provide administrative and professional leadership, including construction, maintenance and operations of a wastewater treatment plant and emergency disaster response.
4. Recommend and implement goals, objective and practices for providing effective and efficient wastewater plant operations and maintenance services.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

6. Interpret, apply and ensure compliance with federal, state, and local policies, procedures, laws and regulations.
7. Prepare and maintain accurate and complete records.
8. Prepare clear and concise reports.
9. Prepare and administer budgets.
10. Respond to requests and inquiries from the general public.
11. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
12. Communicate clearly and concisely, both orally and in writing.
13. Perform accurate mathematical computations.
14. Accurately determine project material needs and recommend purchases.
15. Ensure the maximum utilization of manpower, equipment and supplies.

### **QUALIFICATIONS**

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

- AA in chemistry, biology or wastewater/water treatment technology. A related Bachelor's Degree is desired.
- Seven (7) years of increasingly responsible experience in a municipal water and wastewater utilities or similar environment that includes a minimum of two (2) years of management or supervisory experience. Working knowledge of water and wastewater utility operations, contract administration, budget and financial management.

### **LICENSE OR CERTIFICATE**

- Possession of a valid Class C California Driver's License. Must obtain a Class A or B license within 12 months of appointment.
- Possession of a State Water Resources Control Board Grade V Water Treatment Operator Certificate is required.
- Possession of a State Water Resources Control Board Grade IV Water Distribution Operator Certificate is required.

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Essential job functions and A.D.A. requirements include:

- Ability to operate computer, calculator, telephone, portable radio, copying machine, and light and heavy equipment used in wastewater treatment plant operations.
- Ability to understand and respond to the public and staff's requests for assistance both on the phone and in person.
- Ability to prepare reports, perform mathematical calculations and sort / file documents using Microsoft applications.
- Ability to sit, stand and walk for two hours at a time.
- Ability to lift up to 50 pounds.
- Ability to get from one location to another in the course of doing business.
- Ability to work outdoors in all weather conditions including hot (with extreme sun exposure), cold, and wet.