

WASTEWATER UTILITIES SUPERINTENDENT

DEFINITION

Under general direction, plans, organizes and administers the program of public service involving maintenance and repair of sewer mains, lift stations, storm drain system lines, lagoon, and operation and maintenance of the City's wastewater treatment facility; and performs related work as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job function for this class

1. Plans, organizes and directs the operation and maintenance of the wastewater treatment facility, water reclamation area and sludge farm; supervises process control and monitors compliance with State and Federal regulations; develops standard operating procedures; supervises equipment repairs; assists with construction inspection and management.
2. Develops schedules for cleaning, maintenance and repair of sewer and storm drain lines and equipment repairs; directs and coordinates emergency operations; maintains system records and plot maps.
3. Coordinates the assignment of work to maintenance and technical personnel; participates in the selection of employees; plans and implements employee training and safety programs; evaluates employee performance; initiates disciplinary action.
4. Assists in the development and modification of pretreatment regulations; reviews plans and permits for wastewater issue; prepares and submits required regulatory reports for all phases of operation; represents the City before regulatory agencies.
5. Collects information for budget development, establishes and submits budget to the Field Services Manager; researches and proposes capital improvement projects and equipment replacement plans; develops bid specifications.
6. Investigates and resolves citizen complaints on odor sewage flow and storm water.
7. Represents and supports the policies and procedures established by the City Council, City Manager; Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Completion of twenty-four units of course work in public administration, business administration or public works administration and three years of supervisory/administrative experience in municipal public works or similar operations or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Methods of operation of an activated sludge wastewater treatment facility; Federal and State regulations related to wastewater collections, treatment, disposal/reclamation, industrial waste and surface water drainage; operation and maintenance of pumps, motors, and related hydraulic and electrical equipment; lab procedures needed for standard chemical analyses of sewage and sludge samples; advance liquid waste purification/reduction methods; safe working practices.

Ability to:

Plan and coordinate the work of subordinates, which includes technical and field employees; reviews plans and estimates relating to wastewater projects; establish and maintain required records; prepare reports; establish and maintain effective relationships with subordinates, the public and representatives of other agencies; effectively communicate both verbally and in writing; use related computer applications.

Special Requirements

Possession of or ability to obtain and maintain a valid California Drivers' License.

Possession of an appropriate Sewer Collection Certificate from the California Water Pollution Control Association or ability to obtain within two years of appointment to position.

Possession of an appropriate Wastewater Treatment Facility Operator Certificate from the California Water Resources Control Board for operation and management of the City's wastewater treatment plant (currently requires a Grade IV)

Physical Demands

Sitting, standing, walking, some stooping, and bending; dexterity and coordination to handle files; occasional lifting of objects up to 25 lbs.; moving from place to place within the office; some reaching for items below and above desk level.

WORKING CONDITIONS

Temperature fluctuations due to both seasonal extremes and working indoors and outdoors; travel throughout the area is required.

Date Adopted: August 6, 1996