

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **WASTEWATER SUPERINTENDENT**
Department: Public Works
Division: Wastewater

FLSA Status: Exempt
Union Status: Non-Represented
Updated: April 2019

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

This is a management and supervisory position responsible for the operation, maintenance, repair, upgrade, construction, and administration of the City's municipal wastewater treatment plant, poplar tree plantation, sanitary sewer collection system, wastewater lift stations and all associated facilities. Responsible for all phases of the municipal wastewater system including permit compliance, reporting, budget preparation, training and safety programs, planning, project management and development of division policies. The work entails considerable technical independence subject to general policy and administrative direction from the Director of Public Works.

SUPERVISION RECEIVED:

Works under the general supervision of and reports to the Director of Public Works.

SUPERVISION EXERCISED:

Supervises, confers with, and directs division staff regarding the operation, maintenance and repair of the City's municipal wastewater treatment plant, certified laboratory, collection system and poplar tree plantation. May exercise project related supervision over consultants or contractors as assigned or required. May fill in for Director of Public Works Director as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administers, plans, organizes, directs, coordinates and manages wastewater system facilities and associated programs.
- Provides supervision to Wastewater Division employees, monitors and evaluates performance.
- Develops, maintains and evaluates wastewater system records, and makes decisions and/or provides recommendations based on such data.
- Prepares reports and provides information on wastewater system issues to the Mayor and City Council, City Manager, Public Works Director and various regulatory agencies.

- Assists the Director of Public Works in developing short and long-range plans, goals, and objectives related to wastewater system operations, maintenance, programs and facilities.
- Remains current on federal and state wastewater system related laws and regulations and maintains familiarity with local wastewater system related statutes and ordinances. Works directly with regulatory agencies to negotiate permits and compliance issues.
- Confers with the Director of Public Works on operating policies, procedures, and problems.
- Functions as the division's project manager; recommends expansion programs, changes, and modifications to existing systems and facilities; and provides budget input and recommendations.
- Develops and implements wastewater system related services and programs such as industrial pre-treatment program, fats-oils-greases program, and capital improvement program.
- Develops and manages budget for the wastewater utility and all utility programs and projects. Assists in the development and submittal of grant and loan applications. Tracks program expenditures for grant and loan reimbursement purposes.
- Manages the City's poplar tree plantation, including, but not limited to, tree management, irrigation system management, groundwater monitoring, weed control, and equipment management.
- Manages Department of Ecology certified wastewater laboratory, complies with and maintains all standards required for yearly accreditation.
- Utilizes and develops computer programs and databases to track and schedule work activities for the division.
- Develops guidelines for and coordinates consultant selection for wastewater utility projects. Reviews and recommends consultant contracts for City Council approval.
- Provides and/or arranges for training and employee development relating to wastewater systems, safety, and other applicable concerns.
- Follow directions, implements or carries out written and/or oral instructions and assigned duties.

OTHER DUTIES:

- Participate in and successfully completes training to obtain/maintain certification and/or licensing in First Aid/CPR (including blood borne pathogens and use of AED's), Flagging, and Confined Space Entry.
- Attends meetings, conferences or seminars during and after normal working hours as assigned. Travels within city, county and state, as well as out of town to attend meetings conferences, seminars, and training sessions.
- May be required to respond to emergencies and/or problems during and after normal working hours as required, in a timely and efficient fashion.

- Provides customer service for wastewater utility related service calls and complaints.
- Performs all duties in conformance to appropriate safety and security standards.
- Conducts other related work as directed and such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Graduation from an accredited high school or GED equivalent.

An associate of science degree in wastewater system management, public administration, engineering or a related field, or the equivalent of two years of college level course work in supervision, business administration, management and/or other relevant areas; and specialized training and classes in biology, hydraulics, wastewater treatment and other related subjects.

Minimum of five (5) years of progressively more responsible supervisory and management experience in wastewater utility operations.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

- Must possess a valid Washington State Driver's License with good-driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment.
- State of Washington Water Pollution Control Plant Operator IV certificate preferred, but will consider Group III certification with ability to obtain a Group IV within 12 months after date of hire.
- Trained in confined space entry requirements and supervisory responsibilities.
- Ability to successfully satisfy background investigation.
- A First Aid card or the ability to obtain within 12 months after date of hire.
- A Flagging card or the ability to obtain within 12 months after date of hire.

Knowledge Of:

Extensive knowledge of operation, maintenance, repair and construction of sanitary sewer collection systems, pumping systems, wastewater treatment plants, and reclaimed water systems.

Knowledge of and current wastewater treatment processes and management practices related to wastewater utility operations and maintenance.

Knowledge of federal and state regulations and laws related to wastewater systems, treatment and discharge requirements.

Knowledge of sanitary sewer collection systems and wastewater treatment plant problems and their solutions.

Knowledge of hydraulics and wastewater systems engineering.

Knowledge of Washington Department of Ecology (DOE), Washington Department of Health (DOH), Water Pollution Control Federation (WPCF) and American Public Works Association (APWA) standards.

Knowledge of occupational hazards and safety precautions associated with confined spaces, construction sites, laboratory operations and other aspects related to the wastewater field.

Knowledge of construction technology, materials and methods including carpentry, concrete work, plumbing and electrical.

Skilled In:

Proficient in computer operation; specifically, Microsoft Office software including Word, Excel, Outlook and PowerPoint.

Ability To:

Ability to plan, organize, implement and administer wastewater system programs, projects and operations.

Ability to effectively work under the direction of the Director of Public Works, and with other public works division leaders and others, to carry out the City's programs and goals.

Ability to analyze and evaluate wastewater system operations and to develop and implement corrective actions to resolve problems.

Ability to effectively direct and supervise subordinates.

Ability to communicate detailed information and recommendations effectively, both orally and in writing.

Ability to use sound reasoning and judgment in the performance of job functions.

Ability to meet physical demands of job and perform essential job functions.

Ability to effectively, efficiently and consistently perform the responsibilities of the position.

Ability to accurately understand and prepare budgets and track project expenses.

Ability to read and understand construction drawings and blueprints.

Ability to fluently read, write and comprehend the English language, using proper grammar, spelling and punctuation.

Ability to work confidentially with discretion.

Ability to perform basic arithmetic computations and data entry functions accurately.

Ability to multitask and coordinate multiple priorities.

Desired Skills and Abilities:

WWC-1 certification from the Washington Wastewater Collection Personnel Association

Bachelor's degree in Environmental Sciences or Engineering.

Experience with wastewater construction management or environmental laboratory operation and management.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

Personal computer, word processing software, spreadsheet software, database software, specialized operations software, calculator, telephone, copy machine, fax machine, small hand tools and motor vehicles.

PHYSICAL DEMANDS:

Eye-hand coordination and manual dexterity is necessary to operate computers, various pieces of office equipment, pumps, motors, machinery, controls and various wastewater equipment.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to operate computers, finger, handle, feel, turn or operate objects, tools or controls and reach with hands and arms.

The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

This position requires the ability to talk/hear (communicate, detect, converse with, discern, convey, express oneself, exchange information), see (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess) taste/smell (detect, distinguish, determine).

While performing the duties of this job, the employee may be required to push, pull, reach, and perform repetitive movements/motion.

This position is generally classified as Light Work – exerting up to 20 pounds of force frequently, and/or a negligible amount of force consistently to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.

WORK ENVIRONMENT:

Duties are performed in an office environment at the wastewater treatment plant, Public Works Department office, in the field and/or at project sites, or at other wastewater system facilities or city offices. Work may occasionally take place at other facilities and locations.

Noise level in the work environment is usually quiet to moderately noisy. On occasion, the noise level may be loud and hearing protection required.

Work is required both indoors and outdoors in all types of weather. Work may require mobility under and on top of and around structures, and machinery and equipment. Works may take place on wet, loose, and/or uneven surfaces, and in some unpleasant situations including but not limited to unsanitary, wet and/or humid conditions. It may involve working in confined spaces and above the ground.

Exposure to hazards and atmospheric conditions including household cleaning supplies and/or basic office supplies (eg. copy machine toner), fumes, dust, extreme temperatures (hot and/or cold), wet and/or excessive humidity, noise, vibration, mists or gases, mechanical hazards, chemical hazards, electrical hazards, traffic and vehicle hazards, burn hazards, and body fluids and/or other potential sources of blood borne diseases.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.