

CURRITUCK COUNTY JOB DESCRIPTION

JOB TITLE: WASTEWATER SUPERINTENDENT

WASTEWATER DIVISION

PUBLIC SERVICES DEPARTMENT

GENERAL STATEMENT OF DUTIES

Performs difficult professional and managerial work planning, organizing and supervising the operations, maintenance, and laboratory analysis of wastewater treatment plants, and related laboratory facilities, and sewer collection system construction, maintenance, and repair.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class plans, organizes and directs the operations and maintenance of the, wastewater treatment plants, collections systems, pumping stations, and related facilities and equipment. Work is performed in accordance with state and federal laws and regulations. Work involves responsibility for division staffing, budget development and administration, assistance with and advising management on long range planning for facilities and system capacity and technical compliance needs, establishing and maintaining records and reports necessary for full compliance with all regulations and for effective management decision-making, and insuring effective productivity of assigned personnel. Work involves considerable public contact, initiative and judgement. The employee may occasionally enter confined spaces and come in contact with other hazards. The employee may also be subject to the final OSHA standards on blood borne pathogens in coming in contact with wastewater samples. General administrative direction is received from the Public Services Director regarding matters of policy, budget, long range plans, personnel matters, and work priorities. Work is evaluated through conferences and reports for productivity, and compliance with required laws and regulations.

DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB TASKS

Plans, organizes and directs the work of supervisors and employees engaged in plant operations, process control, laboratory analysis, collection system operations and maintenance, and preventive maintenance and repair.

Advises management and participates in planning for current and future capacity needs and plant and systems modifications for increased efficiency, capacity or regulatory compliance.

Supervises the hiring, promotion, training, discipline, evaluation, and other personnel actions and decisions for the wastewater division; plans and implements safety programs including training, procedures, and equipment as necessary; provides performance coaching and evaluation for associates and supervisors.

Researches and recommends strategies for meeting new regulatory requirements; supervises and participates in the investigation, implementation, and administration of sludge disposal programs.

Establishes, maintains, and analyzes a variety of reports as required and as needed for effective management decision-making; directs the acquisition and usage of computer systems to enhance operations and record keeping.

Plans, organizes, supervises, and participates in the maintenance and repair of sewer pumping stations,

supervises installation of sewer connections, and related utility customer response.

Requests division resources as part of annual budget process; reviews and submits budget requests of supervisors; controls allocated resources once approved.

Meets with, researches and addresses customer concerns and issues.

Supervises or prepare Standard Operating Procedures (SOP) manual for plant operations.

May participate in the planning, construction supervision, and oversee operations of storm water pumping.

May serve as Operator in Responsible Charge (ORC) of the wastewater plant or collection system.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens. Must follow rules, methods and safe handling in connections with blood borne pathogens.

ADDITIONAL JOB DUTIES

Completes assigned work by the Public Services Director or their designee. Performs related work as required.

RECRUITMENT AND SELECTION GUIDELINES

KNOWLEDGES, SKILL, AND ABILITIES

Thorough knowledge of the principles and practices of wastewater treatment, collection lines, pumping stations, metering, and other utility systems appurtenances and the operations, maintenance, repair and monitoring requirements of the systems.

Thorough knowledge of the local, state, and federal laws and regulations relating to wastewater treatment and collection.

Thorough knowledge of the budget, purchasing, and personnel policies and practices.

Thorough knowledge of effective management practices including staffing, motivation, communications, delegation, discipline, performance review, and other practices.

Considerable knowledge of the application of information technology to the work of the skill in collaborative conflict resolution.

Working knowledge of the principles and practices of civil engineering and the County's engineering standards for the sewer utility.

Working knowledge of mechanical, electrical, and electronic trades as applied to wastewater treatment facilities and equipment maintenance and repair.

Ability to analyze information and make effective decisions.

Ability to establish and maintain effective working relationships with county official, industrial officials, regulatory officials, contractors, other employees, and the general public.

Ability to prepare, present and interpret complex records and reports.

PHYSICAL REQUIREMENTS

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching standing, walking, pushing, pulling, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity necessary to inspect schematic drawings, prepare and analyze figures and data, perform extensive reading, and operate a computer terminal.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from a community college with a degree in civil engineering, environmental sciences, or related field and considerable experience supervising wastewater treatment and collection systems; or an equivalent combination of education and experience.

SPECIAL REQUIREMENT

Requires certifications at Grade IV, Subsurface and Spray Irrigation for wastewater treatment and Grade IV for collection system operations by the State of North Carolina.

Possession of a valid North Carolina driver's license.

Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.