

**CITY OF ST. CLAIR
JOB DESCRIPTION**

WASTEWATER SUPERINTENDENT

Supervised By: City Superintendent
Supervises: All employees of the Wastewater Treatment Plant

Position Summary:

Under the general direction of the City Superintendent, plans, directs, and participates in all aspects of the wastewater treatment plant and sanitary sewer collection stations including the operation, maintenance and repair of the treatment plant, lift stations, and related pumps to meet all State and Federal regulatory criteria.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, directs and participates in all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, City directives and legal requirements.
2. Recruits and recommends the hiring of department employees. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
3. Develops and administers the annual department budget. Monitors the budget throughout the fiscal years and oversees departmental purchases. Assesses capital needs and makes recommendations concerning capital improvements and equipment acquisition.
4. Participates in all aspects of departmental operations as operational needs demand. Collects samples, conducts testing, and performs standard laboratory work. Completes maintenance and repair tasks to department equipment, machinery, facilities, and pump stations. Maintains and tests equipment, performs equipment calibrations, cleans lab equipment, and completes routine maintenance, calibration, troubleshooting and standard repairs on lab and sampling equipment.
5. Ensures compliance with applicable State, Federal and local regulations regarding municipal wastewater treatment and sanitary sewer collection stations. Oversees laboratory analysis, data collection and records management. Compiles regular reports on operations, pre-treatment, and wastewater/storm water discharge.
6. Monitors and supervises the installation and repair of wastewater treatment equipment. Provides technical advice and assistance to employees on complex or unusual work assignments. Coordinates work with utility companies, contractors, and other City departments.

7. Oversees and directs the custodial and semi-skilled maintenance tasks of plant buildings and facilities. Ensures general grounds keeping is complete including mowing, trimming, planting, snow and ice removal and other activities as required.
8. Develops and directs preventive maintenance programs. Implements maintenance systems for equipment and monitors work in progress. Determines emergency procedures in the event of equipment failures, main breaks, or power outages.
9. Oversees enforcement of the City's industrial pre-treatment program. Develops Pre-Treatment Permits and works with industries to maintain compliance.
10. Implements safety awareness programming in accordance with departmental policy and City, State and federal guidelines. Instructs employees on safety standards and precautionary procedures.
11. Acts as departmental spokesperson and liaison to the public. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, City officials, the media, employees, and others.
12. Serves as a liaison to a variety of internal and external committees, boards, and other related groups and agencies. Meets with community groups, specialists, and other stakeholders regarding public services activities.
13. Conducts research, compiles information, and prepares reports. Attends meetings and makes presentations as requested. Maintains detailed record keeping system according to established requirements. Develops specifications for equipment purchases.
14. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
15. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- An associate's degree or the equivalent specialized vocational or technical training in engineering, chemistry, environmental science, or a related field is required.
- Five or more years of progressively more responsible experience in wastewater operations is required. Previous experience in a supervisory role and in a municipal setting are preferred.
- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- State of Michigan EGLE Class B certification for the operation of wastewater treatment plants is required, and the ability to maintain one throughout employment.
- Substantial knowledge of the professional principles, practices, laws, and regulations of wastewater plant operations and related administration.

- Substantial knowledge of the public health and safety requirements, regulations, and operating practices governing modern wastewater treatment processes and related facilities and equipment maintenance.
- Substantial knowledge of the chemical and physical processes, as well as the equipment, materials, and other supplies involved in the treatment of municipal wastewater.
- Thorough knowledge of the safety issues and precautions, regulations, and procedures utilized in wastewater treatment operations.
- Skill in planning and implementing preventive maintenance programs, and inspecting and maintaining mechanical equipment, pumps, and related facilities.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.
- Ability to implement preventative maintenance programs, policies, and procedures to properly and efficiently treat and discharge wastewater within regulatory guidelines.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, and move around the office to travel to other locations. The noise level in the work environment is usually quite to moderately loud.

While performing the duties of this job, the employee is regularly required to work in the laboratory or plant areas supervising or completing hands-on operations and maintenance work, and to travel to various locations within the City. The employee may be exposed to treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the

site, and may be exposed to fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with maintenance activities or plant operations. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the work sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The employee must regularly lift and/or move items of moderate to heavy weight. The noise level in the work environment is moderate, and can occasionally be very loud.