

**JOB TITLE:** Wastewater Treatment Plant Superintendent

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**DEPARTMENT:** Wastewater Treatment, City of Toccoa

**JOB SUMMARY:** This position is responsible for managing and supervising the operations and maintenance of the wastewater treatment plant and certified bacteriological laboratories.

**MAJOR DUTIES:**

- o Plans, directs, and manages wastewater treatment plant operations, laboratories, and maintenance.
- o Assigns, supervises, and evaluates the work of wastewater treatment personnel.
- o Monitors operations; adjusts procedures and methods to comply with permits, regulations, and department policies and procedures.
- o Trains, counsels, and disciplines subordinate personnel.
- o Maintains inventory of chemicals and supplies necessary for plant operations.
- o Develops and implements short- and long-term goals and objectives for plant operations.
- o Serves as a primary contact for the Environmental Protection Division and other regulatory agencies.
- o Resolves customer complaints.
- o Prepares monthly and annual reports required by the state Environmental Protection Division.
- o Prepares accident and safety reports.
- o Schedules and coordinates maintenance and repair of plant equipment.
- o Maintains employee time and attendance records.
- o Attends various meetings as requested.
- o Prepares bids; requisitions and purchases equipment, supplies, and chemicals.
- o Reviews daily, weekly, and monthly activity logs; prepares various reports as required.
- o Performs duties of Wastewater Treatment Plant Operator as required.
- o Remains on call as required.

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- o Coordinates sampling from wells and wastewater plants, industrial facilities, and other collection sites.
- o Analyzes water samples taken from the water and wastewater treatment processes by performing chemical, bacteriological, and physical examination; maintains related files.
- o Develops, conducts, and monitors quality control programs.
- o Assists in developing the department budget.
- o Consults with supervisors to discuss and recommend work improvement practices.
- o Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of water and wastewater treatment policies and procedures.
- o Knowledge of federal and state laws, rules, and regulations governing wastewater treatment.
- o Knowledge of the equipment, materials, and operating practices of a water pollution control plant.
- o Knowledge of chemical and physical processes of activated sludge water pollution control plants.
- o Knowledge of mechanical and electrical processes.
- o Knowledge of chemistry, bacteriology, and biology.
- o Knowledge of standard laboratory principles, techniques, terminology, equipment, and materials.
- o Knowledge of industrial waste regulations.
- o Knowledge of city ordinances and department policies and procedures.
- o Skill in planning, directing, organizing, and inspecting the work of plant personnel.
- o Skill in mathematics, statistics, and chemistry.
- o Skill in management and supervision.

- o Skill in reading blueprints and schematic designs.
- o Skill in maintaining records, preparing reports on plant operations, and analyzing laboratory reports.
- o Skill in operating laboratory equipment.
- o Skill in using a computer.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Water/Wastewater Utility Director assigns work in terms of department goals and objectives. The employee works independently in organizing work to reach goals and meet deadlines. The work is reviewed through conferences, reports, and observation of department activities.

**GUIDELINES:** Guidelines include state and federal laws and regulations dealing with standards for the treatment of wastewater and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied duties in water pollution control in addition to administrative and supervisory functions. Frequent changes in state and federal regulations contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to ensure the efficient operation and maintenance of wastewater treatment facilities and compliance with EPA and EPD guidelines. Successful performance ensures a safe water supply and effective pollution control.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, state and federal wastewater regulation employees, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information, resolve problems, provide services, and motivate personnel.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

**WORK ENVIRONMENT:** The work is performed in an office or laboratory and outdoors. The employee is exposed to noise, dust, dirt, machinery with moving parts, contagious or infectious diseases, irritating chemicals, raw sewage, and occasional inclement weather. The work may require the use of protective devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Laboratory Analyst (1), Wastewater Treatment Plant Operator (4), Pretreatment Coordinator/Operator (1), Pump/Lift Station Maintenance Technician (1), and Wastewater Treatment Plant Operator Trainee (1).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- o Possession of or ability to readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.