

City of Kingsland, GA

Classification Description

Classification Title: Wastewater Plant Superintendent	Grade: S-34
Department: Municipal Utilities	Job Code: 590-05
Reports To: Municipal Utilities Director	FLSA Status: Exempt

General Statement of Job

The Wastewater Plant Superintendent supervises, plans, and coordinates the services and operations of the wastewater treatment plant(s) including the operation and maintenance of the city sanitary treatment plants. This position coordinates assigned activities with other divisions, outside agencies, and the general public. Provides highly responsible and complex staff assistance to the Municipal Utilities Director.

Specific Duties and Responsibilities

Essential Functions:

Coordinates the organization, staffing, and operational activities for the wastewater treatment plant(s) including the operation and maintenance of the sanitary water treatment plant facilities and equipment.

May train other operators in acceptable lab methods and procedures to assure accuracy of test results.

Maintains drawings and schematics of electrical and other systems in the treatment plan

Monitors performance of electrical systems, circuits or equipment of the treatment plant

Manages the operations of all wastewater plants and ensures the plant(s) operate within required standards and limits

Participates in the development and implementation of goals, objectives, policies, and priorities for sanitary treatment facility operation and maintenance

Identifies resource needs; recommends and implements policies and procedures

Selects, trains, motivates, and evaluates treatment plant operations and maintenance personnel

Provides or coordinates staff training, works with employees to correct deficiencies

Determines, orders, and receives chemicals and materials for plant operations

Determines, performs, and directs preventative maintenance programs of all wastewater plants.



Identifies opportunities for improving service delivery methods and procedures, reviews opportunities with appropriate management staff, and implements improvements.

Participates in the development and administration of the assigned budget; forecasts funding needs for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and recommends adjustments as necessary.

Performs and/or directs water lab analysis processes.

Coordinates assigned services and activities with those of other divisions and outside agencies and organizations.

Provides staff assistance to the Municipal Utilities Director

Prepares and presents staff reports and other necessary correspondence.

Perform related duties as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

Communications:

Must have the ability to actively listen to others for understanding of their needs and situations, ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

Decision Making:

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

Interpersonal Relationships:

Must be consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations and the public. Must have the ability to work safely.



Professional Attitude:

Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with other; and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work:

Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge:

Must have knowledge and training in biology, environmental science, chemistry, or a closely related field. Must have experience in a wastewater utility. Must have skill in the operation of a variety of lab equipment, generators, pumps, gauges, and other common tools. Must have the ability to perform control calculations.

Other Qualifications and Knowledge:

- Bachelor's degree from an accredited college or university with chemistry, biology, civil engineering, or a related field and two years increasingly responsible experience in the operation and maintenance of sanitary water treatment preferred.
- Possession of a valid Georgia driver's license; must possess, at a minimum, a Class I Wastewater Treatment Plant Operator License issued by the State of Georgia.
- Knowledge of operational characteristics, services, and activities of a comprehensive sanitary water treatment facilities operation and maintenance program.
- Knowledge of the functions and purposes of wastewater treatment systems.
- Knowledge of the standard principles of biology, chemistry, and mathematics as related to wastewater treatment.
- Knowledge of basic mechanical and electrical systems.
- Knowledge of materials, methods, practices, and equipment used in sanitary water systems maintenance and repair activities.
- Knowledge of occupational hazards and standard safety precautions necessary in the work.
- Knowledge of record keeping and reporting.
- Knowledge of municipal budget preparation and control.
- Knowledge of staff supervision, training, and performance evaluation.
- Knowledge of modern office procedures, methods, and computer equipment.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations.



- Ability to manage and coordinate the work of supervisory, technical, and clerical personnel.
- Ability to perform responsible and difficult work involving the use of independent judgment.
- Ability to understand the organization and operation of the City and of outside agencies as assigned responsibilities.
- Ability to interpret and apply administrative and departmental policies and procedures.
- Ability to coordinate and compile information and statistics into complete records and reports.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions and Physical Abilities

Office and wastewater treatment plant environment, exposure to chemicals, noisy machinery and computer screens. Possible exposure to bio-hazardous materials, dangerous gasses, un-pleasant odors, slippery surfaces. Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate computer equipment up to long periods of time. Must be able to use a shovel, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of lab equipment. Must be able to climb high structures and/or ladders and safety maneuver along slippery walkways, gangways, on and around facility structures, and lift heavy objects.

Essential functions may require maintaining physical condition necessary for walking standing or sitting for prolonged periods of time.

NOTICE: The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Personnel Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

DISCLAIMER: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is confidential, is intended for internal use only and may not be copied or reproduced by anyone for any purpose without written permission from the Human Resources Director or the City Manager.

