

WASTEWATER TREATMENT SUPERINTENDENT

NATURE OF WORK

This is supervisory wastewater plant operation and maintenance work in an oxidation ditch sewage treatment plant.

The employee of this class is responsible for directing and participating in the work of waste treatment operators and maintenance personnel involved in operation and maintenance of the wastewater plant. The employee of this class supervises, coordinates, and participates in the collection of samples, conducting of laboratory tests, maintenance of operation flow and related records and reports to ensure adherence to regulations. The employee works around unpleasant odors, various chemicals, and in varying weather conditions. Consulting engineers and laboratory analysis personnel are available for engineering and technical advice. Work is performed with considerable independence under the general administrative direction of the Mayor and City Council. Work is reviewed for effective operation of the waste treatment plant, by review of the operations records, through conferences and inspections.

ILLUSTRATIVE EXAMPLES OF WORK {Employees of this classification must be able to perform the following physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

- Supervises, coordinates, and participates in all phases of the operation and maintenance of the sewage treatment facility.
- Plans, schedules, assigns, and supervises the work of plant operators, equipment operators, and maintenance personnel.
- Supervises and participates in the operations of the laboratory and ensures the required tests are performed properly and in adherence to prescribed schedules.
- Prepares operating and discharge monitoring reports and submits to Federal and State agencies on timely basis.
- Ensures that gauge readings are made as required and are properly recorded. Establishes operation and maintenance work schedules, making necessary changes due to absence and illness; authorizes vacations and personal leaves.
- Requisitions and inspects the delivery of supplies and materials and ensures that proper stock levels are maintained.
- Contacts farmers or landowners to coordinate approval of sludge disposal site.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

- Considerable knowledge of the machines, equipment, materials, and operating practices of a modern wastewater treatment plant.
- Knowledge of current developments and literature in the sewage treatment and related fields.
- Some knowledge of the principles and practices of sanitary and civil engineering as related to the design, construction, operation, and maintenance of a sewage treatment facility. Some knowledge of the techniques, laws, and limitations of sludge disposal.
- Some knowledge of the practices, methods, materials, and tools of the mechanical and electrical trades.
- Ability to schedule, assign, and evaluate wastewater personnel. Ability to analyze operational problems and conditions and to develop new programs and procedures.
- Ability to keep records and prepare clear concise reports on treatment activities, and to express ideas clearly both orally and in writing.
- Ability to establish and maintain effective working relationships with city officials, consultants, farmers, employees, and the public.
- Possession of the ability to obtain within two years of employment and maintain Class IV certification in Wastewater Treatment issued by the State of Louisiana.

TRAINING AND EXPERIENCE REQUIREMENTS

Graduation from high school or GED equivalent supplemented by courses in chemistry, sanitary or civil engineering or related sewage operations field, with four years progressively responsible experience in the operation and maintenance of a modern wastewater treatment facility or related experience, or any equivalent combination of education, training and experience. Must be a registered voter.