

JOB DESCRIPTION

SUPERINTENDENT, WPWT



| | | | | |
|----------------------|--|-----------|--------|-----------|
| Employee Name | | | | |
| Department | DEPARTMENT OF WATER PRODUCTION AND WASTEWATER TREATMENT | Full-Time | Exempt | Non-Union |

SUMMARY

Under the general direction of the City Manager, operates and manages the City’s water production and pollution control facilities in a manner that complies with state and federal requirements and is safe to the public and the environment. Supervises, directly or through subordinates, all departmental activities to ensure efficient operations and the completion of projects. Prepares and administers annual department budget. Develops and implements programs, policies, and procedures. Oversees water production facility, inspecting and maintaining water production areas.

EDUCATIONAL REQUIREMENTS

- High School Diploma or G.E.D.
- Associate Degree preferred

EXPERIENCE REQUIREMENTS

- Seven to ten years of progressively more responsible experience in water/wastewater regulatory environments

ADDITIONAL REQUIREMENTS

LICENSE OR CERTIFICATION

- Class A Wastewater
- Class D-2 Water
- Class S-2 Water Distribution
- Michigan EGLE

DRIVING

- Valid Driver’s License

KNOWLEDGE

| KNOWLEDGE | REQUIREMENTS | |
|--|-------------------------------------|-------------------------------------|
| | ESSENTIAL | IMPORTANT |
| Knowledge of the equipment, facilities, materials, methods and procedures used in water production and wastewater treatment systems | <input checked="" type="checkbox"/> | |
| Considerable knowledge of wastewater treatment plant operation and maintenance | <input checked="" type="checkbox"/> | |
| Working knowledge and understanding of local, state and federal requirements affecting water production and wastewater treatment systems | <input checked="" type="checkbox"/> | |
| Knowledge of use and familiar with various analytical instruments and equipment used in a laboratory | | <input checked="" type="checkbox"/> |



REQUIRED ABILITIES *[Innate proficiencies]*

| ABILITY | REQUIREMENTS | |
|------------------------|-------------------------------------|-------------------------------------|
| | ESSENTIAL | IMPORTANT |
| Act independently | <input checked="" type="checkbox"/> | |
| Problem solve | <input checked="" type="checkbox"/> | |
| Analyze situations | <input checked="" type="checkbox"/> | |
| Communicate verbally | <input checked="" type="checkbox"/> | |
| Initiate | <input checked="" type="checkbox"/> | |
| Multi-task | <input checked="" type="checkbox"/> | |
| Problem solve | <input checked="" type="checkbox"/> | |
| Attend to details | | <input checked="" type="checkbox"/> |
| Communicate in writing | | <input checked="" type="checkbox"/> |
| Concentrate | | <input checked="" type="checkbox"/> |
| Empathize | | <input checked="" type="checkbox"/> |
| Identify problems | | <input checked="" type="checkbox"/> |
| Manage pressure | | <input checked="" type="checkbox"/> |
| Motivate | | <input checked="" type="checkbox"/> |
| Organize | | <input checked="" type="checkbox"/> |
| Think creatively | | <input checked="" type="checkbox"/> |

REQUIRED SKILLS *[Learned proficiencies]*

| SKILL | REQUIREMENTS | |
|--|-------------------------------------|-------------------------------------|
| | ESSENTIAL | IMPORTANT |
| Communicate ideas, thoughts, knowledge and information to foster clarity and engage others | <input checked="" type="checkbox"/> | |
| Actively listen to fully understand circumstances | | <input checked="" type="checkbox"/> |
| Collaborate with others to maximize innovation and effectiveness | | <input checked="" type="checkbox"/> |
| Consider multiple costs and benefits when problem solving to arrive at most effective decision | | <input checked="" type="checkbox"/> |
| Focus on details to reduce errors and increase efficiency | | <input checked="" type="checkbox"/> |
| Manage time effectively to ensure all work is completed timely and effectively | | <input checked="" type="checkbox"/> |
| Organize work to maximize productivity | | <input checked="" type="checkbox"/> |
| Plan work projects to ensure efficiency | | <input checked="" type="checkbox"/> |
| Resolve conflicts to facilitate goal achievement | | <input checked="" type="checkbox"/> |
| Use empathy to understand the point of view of others | | <input checked="" type="checkbox"/> |

SUPERVISORY RESPONSIBILITIES

- Assistant Clerk, Assistant Superintendent of Water Production and Wastewater Treatment, and other utility staff, including Shift Operators and Utility Persons



REPORTS TO

- CITY MANAGER

ESSENTIAL JOB FUNCTIONS

[The fundamental job duties the individual must be able to perform, with or without accommodation; removal of these functions would fundamentally change the job]

- Supervises and participates in the operation and maintenance of the City's Pollution Control Facility, including the treatment of wastewater, laboratory analysis of wastewater, and the operation of pump and lift substations. Ensures proper plant maintenance, recommends and oversees physical improvements, renovations and new facility development
- Oversees the maintenance of equipment, ensuring that repairs and routine maintenance are performed in a timely manner to eliminate unnecessary down time
- Oversees the operation of the Water Production Facility, inspecting and maintaining water production areas including wells, water tower, and laboratory
- Develops the proposed annual budget for the Pollution Control Facility and a portion of the Water Treatment budget based on past, present, and future needs
- Monitors and approves budget expenditures throughout the fiscal year to ensure compliance to the approved budget
- Assures effective and efficient use of budgeted funds, personnel, materials, equipment, facilities and time. Plans, compares, reviews and/or prepares specifications for new or replaced equipment and products, and associated costs
- Continually evaluates department operations, policies, and procedures, suggesting and implementing changes which will improve the operation of both the Pollution Control Facility and Water Production Facility
- Formulates short- and long-range proposals for meeting water production and wastewater treatment needs
- Plans, schedules, and assigns staff work activities; maintains and approves time records
- Serves on various committees and project teams as appointed by the City Manager to establish policies and procedures, participates in collective bargaining negotiations, addresses safety requirements, etc.
- May serve as staff liaison of various commissions
- Recruits, interviews, trains, motivates, counsels, evaluates and disciplines department employees. Reviews progress and directs changes as needed
- Studies and standardizes procedures to improve efficiency and effectiveness of operations
- Develops department policy and procedures
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding activities and services
- Assists in the preparation of engineering plans and specifications; participates in the selection of contractors and vendors

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SUPERINTENDENT, WPWT



- Plans and organizes the completion of projects, conferring with crew leaders, operators, vendors, contractors, and the general public
- Regular and routine onsite attendance

SUPPLEMENTAL FUNCTIONS

[These are job duties the individual must be able to perform, with or without accommodation; removal of these functions would NOT fundamentally change the job]

- All other duties as assigned

PHYSICAL DEMANDS

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

| | CONSTANTLY | FREQUENTLY | OCCASIONALLY | RARELY |
|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Sitting | <input checked="" type="checkbox"/> | | | |
| Standing | <input checked="" type="checkbox"/> | | | |
| Walking | <input checked="" type="checkbox"/> | | | |
| Sitting | | <input checked="" type="checkbox"/> | | |
| Standing | | <input checked="" type="checkbox"/> | | |
| Walking | | <input checked="" type="checkbox"/> | | |
| Ascending/Descending Stairs | | <input checked="" type="checkbox"/> | | |
| Traversing Rough or Uneven Terrain | | | <input checked="" type="checkbox"/> | |
| Ascending/Descending Ladders | | | | <input checked="" type="checkbox"/> |
| Visual Acuity | | | | <input checked="" type="checkbox"/> |

WORK ENVIRONMENT

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

| | CONSTANTLY | FREQUENTLY | OCCASIONALLY | RARELY |
|--|-------------------------------------|------------|-------------------------------------|-------------------------------------|
| Indoor environments | <input checked="" type="checkbox"/> | | | |
| Outdoor environments | | | <input checked="" type="checkbox"/> | |
| Work in hot, cold, wet surroundings | | | <input checked="" type="checkbox"/> | |
| Work with or near chemicals | | | <input checked="" type="checkbox"/> | |
| Exposed to electrical hazards | | | <input checked="" type="checkbox"/> | |
| Exposed to mechanical hazards | | | <input checked="" type="checkbox"/> | |
| Potential exposure – communicable disease | | | <input checked="" type="checkbox"/> | |
| Exposed to chemicals/fumes | | | <input checked="" type="checkbox"/> | |
| Exposed to continual, multiple distractions | | | <input checked="" type="checkbox"/> | |
| Confined workspaces (shafts, crawl spaces, etc.) | | | | <input checked="" type="checkbox"/> |
| High, precarious places | | | | <input checked="" type="checkbox"/> |

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SUPERINTENDENT, WPWT



EQUIPMENT

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

| | <i>CONSTANTLY</i> | <i>FREQUENTLY</i> | <i>OCCASIONALLY</i> | <i>RARELY</i> |
|-----------------------|-------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Phones | | <input checked="" type="checkbox"/> | | |
| Computer/Laptop | | <input checked="" type="checkbox"/> | | |
| Copiers/Printers | | <input checked="" type="checkbox"/> | | |
| Monitors | | <input checked="" type="checkbox"/> | | |
| Communication Systems | | <input checked="" type="checkbox"/> | | |
| Scanners | | | <input checked="" type="checkbox"/> | |
| Projectors | | | | <input checked="" type="checkbox"/> |

SOFTWARE

CONSTANT = HOURLY

FREQUENT = DAILY

OCCASIONAL = WEEKLY

RARELY = MONTHLY

| | <i>CONSTANTLY</i> | <i>FREQUENTLY</i> | <i>OCCASIONALLY</i> | <i>RARELY</i> |
|--------------------------|-------------------|-------------------------------------|-------------------------------------|---------------|
| Database software | | <input checked="" type="checkbox"/> | | |
| Spreadsheet software | | <input checked="" type="checkbox"/> | | |
| Word processing software | | <input checked="" type="checkbox"/> | | |
| Accounting software | | | <input checked="" type="checkbox"/> | |
| Payroll/human resources | | | <input checked="" type="checkbox"/> | |
| Internet software | | | <input checked="" type="checkbox"/> | |

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Disclaimer

This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principle duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment; therefore, the company may exercise its employment-at-will rights at any time.

I have received and understand the position description.

Employee Signature

Date

Employee Printed Name