



SUPERINTENDENT OF WATER PRODUCTION AND WASTEWATER TREATMENT CANDIDATE PROFILE





Community Profile

Located in Washtenaw County, Saline is home to over 9,000 residents and covers 4.33 square miles. Residents of Saline enjoy an abundance of parks, museums, walking paths, retail shops, restaurants, and businesses. The City is well known for its annual Celtic Festival and features other prominent events such as the downtown Farmer's Market and Art Around Saline.

The staff and city council of Saline take great pride in delivering exceptional services to residents and businesses. All that hard work pays off as Saline is consistently ranked as a top place to live in Michigan and across the nation! Saline attracts residents of all ages and backgrounds but stands out as a premier community for raising a family. In the U.S. News 2017 survey, Saline High School ranked as Michigan's fifth-best high school and within the top 400 nationwide. In 2013, Business Week magazine named Saline as Michigan's *best town* for raising children. Saline also earned an A+ in the Niche.com ranking of Michigan's best places to live. That is an A+ for public schools, an A+ for raising a family, and an A+ overall.

Among its suite of municipal services, the City of Saline operates a 24/7 police department, a robust parks and recreation department including the Saline Recreation Complex, a Water Treatment Plant, and Wastewater Treatment Plant.

Year of Incorporation: 1866

Form of Government: Council-Manager

Land Size: 4.33 square miles

Population: Approx. 9,343 and growing!

General Profile

The City is seeking a full-time Superintendent of Water Production and Wastewater Treatment to join our dynamic team and champion our vision for the future. Serving under the direction of the City Manager, the Superintendent plans, directs, and administers all aspects of the City's water production and pollution control facilities in compliance with state and federal requirements including the City's Water Production Facility, Pollution Control Facility (Wastewater Treatment), wells, water towers, lift stations, and pump stations. The Superintendent also works closely with the City's Department of Public Works, engineers, and finance staff to plan and direct capital improvement projects.

Water Production: This division includes maintenance and operations of the city's 3.0 MGD Water Production Facility.

Wastewater Treatment: This division includes maintenance and operations of the city's 1.81 MGD Pollution Control Facility.

The Superintendent oversees one Assistant Superintendent, four Shift Operators, one Utility Person IV, and any contracted engineers or operator services personnel. Staff within the department are cross trained in both water and wastewater operations. This position occasionally requires after hours or emergency response coordination.

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In addition to the day-to-day administrative and regulatory compliance requirements, this position will serve a key leadership role in overseeing the full-scale renovation and upsizing of the City of Saline's Pollution Control Facility. As a rapidly growing community, the Saline City Council has provided staff clear direction to expand operations to accommodate current and future demand by investing an estimated \$70M to \$80M into a fully renovated Pollution Control Facility. The next Superintendent will have a direct say in the facility's build out and put their mark on this exciting project.

Position Description

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.

- 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. Ensures compliance with Michigan NPDES permit requirements.
- Oversees the operation of the Water Production Facility, inspecting and maintaining water production areas including wells, water towers, and laboratory.
- Oversees the maintenance of equipment, ensuring that repairs and routine maintenance are performed in a timely manner to eliminate unnecessary down time.
- Develops and implements preventative maintenance plans for both Water Production Facility and Pollution Control Facility.
- Completes and submits Monthly Operator Reports (MORs) through MiWaters system; completes and submits all other annual or regular state reporting requirements. Serves as Operator-in-Charge for reporting purposes.
- 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 replacement equipment and products, and associated costs.



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- 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.
- Serves on various committees and project teams as appointed by the City Manager to establish policies and procedures, participate in collective bargaining negotiations, address safety requirements, etc.
- May serve as staff liaison of various commissions.
- Plans, schedules, and assigns staff work activities; maintains and approves time records.
- Recruits, interviews, trains, motivates, counsels, evaluates, and disciplines department employees. Reviews progress and directs changes as needed.
- Participates in labor negotiations and contract administration. Manages the grievance process and other labor relations functions, as necessary.
- Studies and standardizes procedures to improve efficiency and effectiveness of operations. Ensures QA/QC laboratory standards.
- Develops department policy and procedures including establishing MIOSHA compliant safety standards and training in coordination with Human Resources Department.
- 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.
- Plans and organizes the completion of projects, conferring with crew leaders, operators, vendors, contractors, and the general public.

Minimum Qualifications

A successful candidate will possess seven to ten years of progressively more responsible experience in a water/wastewater regulatory environment; including at least three years of prior supervisory experience. Candidates should possess the following State of Michigan (or reciprocal) licensing:

- Michigan Class A Wastewater preferred; Class B required upon hire
- Michigan Class D-2 Water or higher required within 12 months of hire
- Michigan Class S-2 Water distribution, or higher preferred, within 12 months of hire

Candidates should display an aptitude for problem-solving, team building, friendly





communication, and self-direction. Successful candidates will have a track record of implementing change and administering large scale capital projects.

Residency within twenty (20) miles of the City of Saline is required within one year of hire due to the emergency response activities associated with this position. A valid driver's license is required.

Industrial storm sewer operator certification preferred.

Physical Demands and Work Environment

This position is an administrative, salaried position which is primarily office-based. During the course of performing their duties the employee is frequently required to work within operations or construction sites. The physical environment of these areas may include work around traffic and heavy construction equipment; exposure to moving mechanical parts; fumes or airborne particles; toxic or caustic substances; high, precarious places; outside weather conditions; wet or humid conditions; vibration; and risk of electrical shock. The noise level in the work environment is typically quiet but can range to loud in plant facilities or at work sites. Employees should be prepared to meet the physical challenges of these environments and perform essential duties. Reasonable accommodations can be made for employees with disabilities to perform the essential functions.

Salary and Benefits

The starting salary range for this position is \$75,873 to \$97,686 depending on qualifications. Additional monetary benefits may include a cellular service subscription.

The City of Saline is committed to providing exceptional benefits for employees and their families. This position is classified as a full-time administrative position and currently receives the following benefits:



Health Care: The City of Saline offers four unique health care plans to meet the needs of its diverse work force. Plan options include a low deductible PPO, a low deductible HMO, or two high deductible health plans (HPDP) with Health Savings Accounts (HSA). Employees who select the HDHP currently receive city paid HSA contributions to help reduce out of pocket costs. Employees who select the PPO or HMO plan have the option of opening a Flexible Spending Account (FSA) for their related expenses. Payment in lieu of insurance is also available.

Dental and Vision: The City covers the full premium cost of dental (Delta Dental) and vision coverage (BCBS/VSP) for all full-time, administrative staff.



Limited Purpose Flexible Spending Account: All employees with an HSA eligible plan also have the option to contribute pre-tax to a limited purpose FSA. Any employee, regardless of their health care plan, may also elect to contribute to a pre-tax Dependent Care FSA.

Holidays: The City offers eleven (11) paid holidays and two (2) floating holidays annually.

Vacation Leave: New hires accrue eight (8) hours of vacation leave each month for up to ninety-six (96) hours a year. The accrual rate increases with years of service.

Bonus Vacation Leave: In addition to regular vacation leave accruals, all full-time administrative staff receive forty (40) hours of bonus vacation leave at the start of each new fiscal year (July 1st), prorated upon hire.

Personal Days: Full-time administrative staff accrue forty (40) hours of personal leave annually.

Sick Leave: Employees accrue eight (8) hours of sick leave each month.

Parental Leave: The City provides up to one-hundred and sixty (160) hours of paid time off to all parents following the birth, adoption, or foster care placement of a new child.

STD/LTD: All staff are provided short-term disability coverage compensating 60% of lost wages (with the remaining 40% covered by the employee's PTO banks) and long-term disability coverage compensating 60% of lost wages.

Retirement: New hires are eligible for the City's MERS Hybrid retirement plan which includes a defined benefit (pension) and a defined contribution portion.

Equal Pay: The City has committed to offering equal pay for equal work. We are ever mindful of ensuring that all employees are compensated equitably and according to their merits.

Rec Center Discount: The City offers discounted Rec Center membership for all full-time employees. Rates are reviewed annually.

Under the current structure a new hire is eligible for up to 376 hours or 47 days of paid time off in their first year alone!

Application Process

Interested applications should submit a Letter of Interest and Resume by 5pm on August 20, 2021 to the Human Resources Department at HRManager@cityofsaline.org. The City of Saline is an equal opportunity/ADA employer. In the interest of filling this essential vacancy, the City reserves the right to make a hiring determination prior to the close of the application period. Applicants are encouraged to apply early.