

CITY OF HELENA



Position Title: Water - Wastewater Treatment Superintendent

Department: PW – Water & Wastewater Plants

Position #: 14615

Grade: 155

EEO Category: (08) Service Maintenance

FLSA: Exempt

EEO Function: (12) Utilities

Work Comp Code: 9410

DEFINITION

Under general direction, to supervise, plan, and coordinate the activities and operations of the Water/Wastewater Treatment Division within the Public Works Department; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex administrative support to the Public Works Director.

SUPERVISION RECEIVED

Supervised by the Director of Public Works

SUPERVISION EXERCISED

Exercises direct and indirect supervision over supervisory, technical, and maintenance staff in Water Treatment and Wastewater Treatment departments.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities of the Water/Wastewater Treatment Division including the operation and maintenance of the water production and treatment, wastewater treatment services and sludge disposal services.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned services and activities; recommend and administer policies and procedures.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate, and review the work plan for the Water and Wastewater Treatment Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedule the service, repair, and replacement of tools and equipment.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Water and Wastewater Treatment Division budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Oversee and monitor operational, maintenance, laboratory, and well monitoring records and reports; review internal reports of incidents concerning employees and equipment.

Provide tours of plant and other facilities; participate in making technical presentations to various groups and agencies; coordinate State and Federal inspections of water and wastewater facilities.

OTHER JOB RELATED DUTIES:

May serve as acting Public Works Director upon the request or absence of the Public Works Director.

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of water treatment and wastewater treatment programs.

Organizational and management practices as applied to the analysis and evaluation of water and wastewater utility programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration and project scheduling and management.

Methods, materials, techniques, equipment, and tools used in water treatment and wastewater treatment.

Principles and practices of budget preparation and control.

Practices and procedures used in purity testing, chlorination procedures and wastewater treatment.

Skill to:

Operate a variety of vehicles, equipment, and tools used in the operation, construction, and maintenance of water treatment and wastewater treatment systems.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Manage and coordinate the work of supervisory, technical, and maintenance personnel.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Work on-call, shift work, stand-by, and emergency call as assigned.

Physical Demands/Work Environment:

Ability to work in a standard office environment, outdoors, Water and Wastewater Treatment facilities. Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, and lift up to 50 lbs. Ability to travel to different locations and worksites. Ability to distinguish color; wear protective apparel to protect against elements. Exposure includes cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, electrical hazards, confined spaces, toxic substances, foul odors, wastewater, sludge, effluents, bacteria, viruses, and traffic hazards.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of responsible experience in the operation and maintenance of wastewater treatment and water treatment systems including three years of supervisory and management experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, sanitary engineering, environmental engineering, public administration, business administration, business management or a related field.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

Possession of, or ability to obtain within twelve months of hire, a Class I Water Treatment and Class I Wastewater Plant Operator Certificate issued by the State of Montana. Class I distribution certificate is desirable.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____ **Date:** _____