

City of Napoleon

Wastewater Superintendent

Department: Wastewater
Reports To: City Manager
FLSA Status: Salary (Exempt)
Civil Service: Classified (Non-Competitive)
Union: Non-Bargaining
Prepared By: Morgan Druhot, Human Resources Director
Approved By: Monica Irelan, City Manager
Approval Date: May 9, 2014

SUMMARY

Performs administrative and technical work in the treatment of wastewater. Exercises supervision over the Wastewater Plant directly or through subordinate supervisors. Has primary duties of office or non-manual work which is directly related to the employer's management policies or general business operations; and which requires the use of discretion and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Oversees and coordinates the administration of the wastewater treatment operation including all aspects of wastewater treatment.
- Devises and implements new programs, recommendations and concepts; participates in plans, bids and contracts.
- Prepares department budget, oversees all department purchasing and prepares payroll.
- Manages the allocation of manpower resources; set priorities to deal with emergencies and unanticipated needs; coordinates maintenance and repair operations with other city departments and outside agencies.
- Interviews prospective employees, prepares evaluations for employees and other personnel documents.
- Prepares monthly performance reports as required by governing agencies.
- Coordinates with City Engineer for any changes, deletions or expansion of present systems.
- Arranges educational opportunities for wastewater personnel.
- Meets with Federal, State and local agencies to insure compliance with current requirements and future needs.
- Meets with various individuals and groups to discuss the quality and quantity of water, future water needs and department operation in general.
- Performs related work as required.

The Wastewater Superintendent's suggestions and recommendation as to hiring, firing, advancement, promotion or any other change of status of subordinate employees is given particular weight by the City Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the below qualifications. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Extensive knowledge of machines, equipment, materials, laboratory techniques, principles and operating practices of a wastewater plant and collection systems.
- Extensive knowledge of maintenance and repair characteristics of treatment plant equipment and apparatus.
- Ability to interpret and apply laws, ordinances and regulations pertaining to wastewater operations.
- Ability to prepare reports accurately.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with representatives of other agencies, supervisors and the general public.

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent supplemented by approved coursework in engineering or chemistry or other related field.
- Five (5) years of increasingly responsible experience in wastewater operations including one (1) year at a supervisory level.
- Must possess a valid Class III Ohio Wastewater Certificate.
- Must possess a valid State of Ohio Driver's license.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job is performed on and off site, unless otherwise directed.

LANGUAGE SKILLS

Must be fluent in both written and spoken English.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift up to twenty (20) lbs.