

# CITY OF HELENA



**Position Title:** Wastewater Treatment Superintendent

**Department:** Public Works

**Division:** Wastewater Treatment

**Grade:** 158

**FLSA:** Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

The position, under general direction of the Public Works Director supervises, plans, and coordinates the activities and operations of the Wastewater Treatment Division. The incumbent assigns, inspects and reviews the work of staff responsible for wastewater treatment plant operations and maintenance. The position coordinates assigned activities with other divisions, outside agencies and the general public. The incumbent is responsible to provide highly responsible and complex administrative support to the Public Works Director.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Coordinate the organization and staffing, of the Wastewater Treatment Division including the operation and maintenance of 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 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 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 reports; review internal reports of incidents concerning employees and equipment.

Provide tours of plant; participate in making technical presentations to various groups and agencies;

coordinate State and Federal inspections of the wastewater facility.

May serve as acting Public Works Director upon the request or absence of the Public Works Director. Perform related duties and responsibilities as assigned.

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.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

#### **Knowledge of:**

- Operational characteristics, services, and activities of wastewater treatment programs.
- Organizational and management practices as applied to the analysis and evaluation of 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 wastewater treatment.
- Principles and practices of budget preparation and control.
- Practices and procedures used in wastewater treatment.

#### **Skill or ability to:**

- Operate a variety of vehicles, equipment, and tools used in the operation, construction, and maintenance of wastewater treatment systems.
- Operate modern office equipment including computer equipment.
- Operate a motor vehicle safely.
- 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:**

Must have the ability to work in a standard office environment, outdoors, Wastewater Treatment facilities. Incumbent must possess the 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.

**Minimum Qualifications (Education, Experience and Training):**

This position requires 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 or a related field. The position also requires a minimum of five years of responsible work experience in the operation and maintenance of wastewater treatment systems including three years of supervisory and management experience. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

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

Must possess, or have the ability to obtain within twelve months of hire, a Class I Wastewater Plant Operator Certificate issued by the State of Montana.

**Supervision Received:**

Supervised by the Public Works Director

**Supervision Exercised:**

Exercises direct and indirect supervision over administrative, technical and maintenance staff of the Wastewater Treatment Plant.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

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

YES      or       NO

**Employee’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_