



JOB TITLE Superintendent Waste Treatment Plant	DATE September 15, 1999, Revised: 11/2/11, 4/29/14
DEPARTMENT Waste Water Treatment Plant	COMPARABLE WORTH RATING

REPORTS TO – City Engineer/City Administrator

SCOPE OF POSITION:

General Statement of Duties: To supervise the operation, the Waste Water Treatment Plants, and enforcement of sewer and industrial pretreatment ordinances.

Supervision Received: City Engineer/City Administrator

Work Environment: Indoor/outdoor conditions, considerable wetness, fumes, acids, obnoxious dirt.

Supervision Exercised: Assistant Superintendent, operators, maintenance employees

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERFORMANCE RESPONSIBILITIES

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the City Administrator.

- Receive instructions orders from the City Engineer/City Administrator.
- Plan and supervise the operation, maintenance and repair of lift stations, the Waste Water Treatment Plant.
- Make purchases in accordance with City Council policy and approved budget.
- Set up schedules for operating personnel.
- Make recommendations regarding material and equipment purchases.
- Maintain records showing flow, tests, and records in order to check standards. Responsible for reports showing chemical and bacteriological analysis for governmental agencies such as PCA.
- Perform operating and repair functions as required.
- Train employees for filter building
- Enforce sewer and industrial pretreatment ordinance. Check industrial plants and inspect pre-treatment facilities. May require tests or take samples. May require adjustments to conform to ordinance.
- Inspect operations daily.
- Recommend rate changes as required.
- Prepare specifications for bids for City Council and City Engineer.
- Prepare annual department budget for City Council.

- Attend seminars.
- Maintain Class "A" Waste Water License.
- Report to State and Federal MPCA & EPA.
- Assist in coordinating present and future expansion/rehabilitation projects related to the wastewater treatment department.
- Operation of tertiary treatment plan (bio-solids, application, sampling, sites and bio-solids)


KNOWLEDGE, SKILLS, ABILITIES:

- Perform work assignments such as plan and coordinate activities of the Waste Water Treatment Plant.
- Basic computer skills.
- Considerable knowledge of chemicals such as hydrochloric and sulfuric acid, manganese sulfate, sodium nitrate, aluminum sulfate, chlorides, sewage, water, etc.
- Considerable ability to use microscope, ovens, furnace, dessicator, hood, Kjeldal apparatus, analytical balance, pan balance, PH meter, DO meter, titrator, spectrometer, burettes, BOD incubator, refrigerator, hot plate, centrifuge, test tubes sewage plant equipment and materials.
- Light physical exertion. Use light equipment and handle fairly light materials manually. Ability to lift and carry 55 pounds.
- Close mental and visual application in testing water and sewage.
- Perform auxiliary or service operation in checking and testing water and sewage.
- Perform manual tasks of positioning, assembling at a steady pace where accuracy and dexterity of high degree are required.
- Knowledge of water treatment filter system.
- Knowledge of tertiary treatment systems
- Knowledge of turbidity meters
- Knowledge of rotor valves

MINIMUM QUALIFICATIONS:

- Secure and maintain a Class IV Disposal Certification
- Basic computer skills.
- Self-motivated; ability to work independently, yet a team-worker
- Comply with respiratory face-fit test.
- Class "A" Waste Water License required.
- Water license preferred or comparable knowledge

REVIEWED AND APPROVED BY:



 Representative – MAPE

 City Administrator

8.27.14

 Date

 Date

Revised: 11/2/2011