

SUPERINTENDENT WASTEWATER TREATMENT PLANT

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification.

GENERAL DEFINITION:

Under general supervision of the Village Administrator and is expected to supervise, oversee, review and perform the full scope of assigned duties including difficult technical and skilled work of operating the wastewater treatment plant; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

CONDITIONS OF WORK:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, atmospheric conditions, oils, and wearing a respirator or self contained breathing apparatus. Required to respond to alarms and emergency call out after hours.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Supervises, oversees, reviews and performs the operation of the wastewater treatment plant; taking samples; performing tests; ensuring proper plant operation; maintaining records and files; preparing reports.
- Supervises, oversees, reviews and operates the wastewater treatment plant; taking samples; performing tests; ensuring proper plant operation; maintaining records and files; preparing reports.
- Supervises, oversees, reviews and makes regular inspection of plant and equipment to ascertain that it is in proper operation at all times, takes appropriate corrective action when required;
- Supervises, oversees, reviews and collects samples for testing; performs tests relating to plant operations;
- Supervises, oversees, reviews and checks all plant equipment and chemical systems for proper operation and takes necessary corrective actions;

- Supervises, oversees, reviews and makes changes in plant process as necessary to improve plant efficiency;
- Supervises, oversees, reviews and reads meters, gauges and dials and keeps charts and logs of readings;
- Supervises, oversees, reviews and performs equipment repairs;
- Supervises, oversees, reviews and assists with unloading, supplies and chemicals.
- Supervises, oversees, reviews and performs and maintains sampling operations and daily logs;
- Supervises, oversees, reviews and receives telephone and radio calls and takes necessary actions;
- Supervises, oversees, reviews and performs plant maintenance, sludge treatment and handling, basic mechanical, electrical and plumbing repairs, grounds keeping and housekeeping duties;
- Supervises, oversees, reviews and performs laboratory tests and makes routine and special sample collections and treatments;
- Supervises, oversees, reviews and keeps records and prepares reports;
- Performs other tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of wastewater treatment plant principles and operating practices; thorough knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant; ability to detect flaws in the operation of equipment and to take proper remedial measures; ability to keep records and prepare reports; ability to establish and maintain effective working relationships with officials and associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by on-the-job and formal instruction in wastewater treatment plant operations and extensive experience in the operation of a wastewater treatment plant.

SPECIAL REQUIREMENTS:

Possession of a Class II Wastewater Treatment Operator's License issued by the State of Ohio.
 Possession of an appropriate driver's license valid in the State of Ohio.