



Job Title: <u>Wastewater Treatment Plant Superintendent</u>		Job Number:
Job Classification: <u>Management / Supervisory</u>		8710
Reports to:	Department:	Pay Grade:
Utilities Plant Operations Manager	Utilities	131

**PRIMARY DUTY:** Under general supervision, plans and manages the operations, maintenance, and repair of the Wastewater Treatment Plants (WWTP) for the Waco Water Utility Services Department (WUSD); coordinates with City departments and State agencies to assure compliance with state and federal environmental regulations and standards, and City policies, procedures, and goals.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plans, manages, reviews, and evaluates multiple Wastewater Treatment Plants (WWTP) including operations, maintenance, and repair programs and projects; assures that quality standards are met, appropriate services are provided, and programs are in compliance with state and federal regulations.
- Manages regulatory agency reporting; reviews status reports, and initiates actions required to correct environmental and safety violations, and potential problems; monitors water utilities trends, anticipates the potential impact, and recommends appropriate actions.
- Reviews and analyzes operational data and activity reports; identifies infrastructure needs, service demands, and resource availability; develops recommendations and plans to improve operational effectiveness, including use of new equipment and technological advancements.
- Manages staff through appropriate delegation, mentoring, and work supervision; assigns duties, responsibilities, resources, and scope of authority; meets regularly with staff to discuss and resolve workload, technical, and safety issues.
- Reviews operations and workload in order to anticipate technical and management problems; monitors operations and recommends policies and procedures to improve the WWTP functions; analyzes workload trends, and recommends staffing and assignment adjustments.
- Writes technical and analytical reports, and makes technical estimates of a specialized nature in connection with WWTP programs, contracts, and regulatory issues.
- Develops Capital Improvement Program (CIP) project proposals and recommends priorities; manages infrastructure and equipment improvement projects.
- Manages the collection, analysis, and reporting of operational and financial data; analyzes WWTP financial and resource information; develops and manages budgets, and monitors revenues and expenditures.
- Effectively communicates WWTP issues with City management; interprets and explains federal and state rules and regulations, and City codes and ordinances.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- May be required to respond after hours, including holidays and weekends, in the event of a departmental or City wide emergency.
- Driving is essential.

**KNOWLEDGE AND SKILLS:**

**Knowledge:**

- City policies and procedures.
- Maintenance and repair standards for wastewater treatment facilities and equipment.

- Principles and practices of government project management.
- State and Federal regulations governing municipal utilities, environmental science, and the treatment and transmission of water/wastewater; including United States Environmental Protection Agency (US EPA), and Texas Commission on Environmental Quality (TCEQ) standards.
- Methods, materials, tools and equipment used in WWTP construction, repair, and maintenance projects.
- TCEQ quality regulations, inspection protocols, best practices, and compliance standards.
- Regional public health protocols, environmental protection issues, and regulatory standards.
- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, strategic planning, customer service, and personnel rules.
- Techniques and practices for efficient and cost effective management of resources.
- Environmentally responsible and resource-efficient public utilities maintenance techniques.
- OSHA safety rules and regulations, and safety standards in utility plant environments.

**Skill in:**

- Analyzing WWTP infrastructure and maintenance issues, evaluating alternatives, and developing logical recommendations based on findings.
- Interpreting and applying technical standards and procedures, federal and state rules and regulations, and City policies and procedures.
- Assessing and prioritizing multiple tasks, projects and demands.
- Interpreting and applying public health and safety principles and practices in a regulatory environment.
- Compiling and analyzing WUSD data, maintaining accurate records, and generating reports.
- Using initiative and independent judgment within established procedural guidelines.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and federal agencies.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

Associate’s Degree in Environmental Science, Engineering, Business or Public Administration, or a related field is required; AND seven years’ experience in Water/Wastewater utilities management, and project management in the public sector; OR an equivalent combination of education and experience. Bachelor’s Degree is preferred.

**LICENSE AND CERTIFICATION:**

- Must possess a valid Texas Driver’s License.
- Minimum Class B Wastewater license from Texas Commission on Environmental Quality (TCEQ) is required.
- Class A Wastewater license from Texas Commission on Environmental Quality (TCEQ) is required within one year of employment.

According to the needs of the City, additional training and certifications may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

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.

- The physical activity of this position
  - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - Stooping - Bending body downward and forward by bending spine at the waist.
  - Kneeling - Bending legs at knee to come to a rest on knee or knees.
  - Crouching - Bending the body downward and forward by bending leg and spine.

- Crawling - Moving about on hands and knees or hands and feet.
- Reaching - Extending hand(s) and arm(s) in any direction.
- Standing - Particularly for sustained periods of time.
- Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling - Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping - Applying pressure to an object with the fingers and palm.
- Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion - Substantial movements (motions) of the wrists, hands, and/or fingers.
- The physical requirements of this position
  - Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
  - Must be capable of performing confined space entry.
- The following personal protective equipment may be required and must be worn when required by the task being performed
  - Hardhats, gloves, eye protection, face protection, ear protection, reflective vests, proper footwear up to and including steel toed boots.
- The visual acuity requirements including color, depth perception, and field vision.
  - The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures
  - The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
  - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The conditions the worker will be subject to in this position
  - The worker is subject to outside environmental conditions. No effective protection from the weather.
  - The worker is subject to extreme cold. Temperatures typically below 32° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
  - The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
  - The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system or the skin: chemicals, fumes, odors, dust, mists, gases, or poor ventilation.
- The worker is frequently in close quarters, crawl spaces, shafts, man holes, enclosed rooms, sewage and line pipes, and other areas that could cause claustrophobia.
- The worker is subject to climbing towers and pipe systems that could exceed 20 feet in the air.
- The worker is required to function in narrow aisles or passageways.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties, and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

### **Job Description Acknowledgement**

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee Identification Number