

PORTAGE COUNTY
Water Resources

TITLE: Superintendent - Wastewater Treatment Plants

JOB OBJECTIVES: Incumbent is responsible for operation of the Division wastewater treatment plants and ensuring the treatment of wastewater meets all NPDES limits as required by the Ohio Environmental Protection Agency.

ESSENTIAL JOB FUNCTIONS:

- Supervise and direct all phases of wastewater collection, treatment plant operations and bio-solids processing and disposal.
- Supervise and coordinate activities of personnel engaged in the operations and maintenance of wastewater treatment facilities.
- Evaluate system performance; ensure optimum operating efficiency; advise and schedule operators pertaining to required plant operations, repairs, maintenance or adjustments.
- Review daily logs and assure appropriate tasks have been performed by operators in the facility.
- Maintain inventory of maintenance materials, supplies and repair parts by initiating requisitions for purchase.
- Ensure all treatment processes meet all Ohio EPA, PERRP and Federal NPDES Permit requirements.
- Diagnose operational problems and take responsible action to correct problems.
- Train operators and other personnel in proper plant operation, operation of equipment; all safety practices and departmental procedures.
- Respond to inquiries and resolve customer complaints.
- Maintain and execute contingency plans as required.
- Maintain facility operations within budgetary constraints.
- Prepare and file maintenance records and regulatory reports as required.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Ability to use the following equipment: electronic equipment, computers, common hand and power tools, and diagnostic electrical meters..

Critical Skills/Expertise:

- Thorough knowledge of wastewater treatment systems, facilities, and processes, along with EPA regulations.
- Knowledge of preventative maintenance techniques.

- Knowledge of safety practices and procedures.
- Knowledge of laboratory analysis of water, wastewater, and bio-solids.
- Knowledge of County and Department policies and procedures.
- Ability to operate computerized monitoring and data acquisition programs.
- Ability to be on call twenty-four (24) hours when necessary.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform data acquisition and mathematical analysis.
- Ability to read and understand written instructions and technical manuals.

Job Standards: High school education or G.E.D., five years experience in wastewater treatment systems, and an Ohio Class III Wastewater License. Experience in a supervisory position in a union environment preferred. Must have a valid Ohio Driver's license. An Ohio Class B CDL preferred.

II. DIFFICULTY OF WORK

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures. Requires the ability to think and act quickly and effectively; make accurate decisions with a minimum of information.

III. RESPONSIBILITY

Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Errors in work may be very difficult to detect, resulting in fines from EPA or possible loss of life.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent has contact with co-workers, employees in the department, and the general public. The purpose of these contacts is to ensure the proper operation and maintenance of the wastewater treatment facilities and bio-solids disposal.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent performs occasional heavy work which may require lifting up to one hundred (100) pounds above shoulder height.

Physical Activity: Incumbent performs the following physical activities: fingering, pushing, pulling, kneeling, bending, climbing, lifting, grasping, feeling, talking, hearing, and repetitive motions.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes.

Job Location: Incumbent works inside and outside with exposure to temperatures that range below 32 degrees to above 100 degrees for periods of more than one hour. Incumbent is occasionally exposed to hazardous materials, chemicals, and atmospheric conditions.

SUPERVISORY AND MANAGERIAL FUNCTION

Span of Control: Incumbent supervises the following subordinates:

Wastewater Plant Operator-In-Training, I, II, III
Wastewater Collection System Operator I, II
Equipment Operator I, II
Laborer, Electrician

Supervisory Functions:

Decision Making – Identifies and understands issues, problems and opportunities; compares data from different sources to draw conclusions; uses effective approaches for choosing a course of action or developing appropriate solutions; takes action that is consistent with available facts, constraints and probable consequences.

Follow-Up – Monitoring the results of delegations, assignments or projects; considering the skills, knowledge and experience of the assigned individual and characteristics of the assignment or project. Communicates time frames; evaluates results.

Planning and Organizing – Establishes courses of action for self and others to ensure that work is completed efficiently. Prioritizes, determines tasks and resources, leverages resources; stays focused.

Technical/Professional Knowledge and Skills – Achieve a satisfactory level of technical and professional skill or knowledge in position –related areas; keeping abreast of current developments and trends in area of expertise.

Work Standards – Setting high standards of performance for self and others; assumes responsibility and accountability for the successful completion of assignments or tasks; self-imposing standards of excellence rather than having standards imposed. Encourages others to take responsibility.

Adaptability – Maintains effectiveness when experiencing major changes in work tasks or the work environment; adjusts effectively to new work structures, processes or requirements to work within a new culture; approaches change and newness positively.
