

**City of Sallisaw  
Job Description**

**Job Title:** Plants Superintendent

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**Exempt (Y/N):** Yes

**Department:** Wastewater Treatment Plant and  
Water Treatment Plant

**Date:** July, 2003

**Reports To:** City Manager

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**SUMMARY**

The incumbent is responsible for managing the wastewater treatment plant, oversee the overall treatment process and manage the budget. Ensure within compliance with the rules and regulations of DEQ, EPA and department of labor. The incumbent is also responsible for overseeing the daily operations of the water treatment plant in order to maintain an adequate supply of potable water for the City of Sallisaw and rural districts it supplies. This supply must meet all domestic and commercial needs, but also for any emergency needs such as fire protection and all drought conditions that arise. Water production is controlled through the Oklahoma Department of Environmental Quality rules and regulations. These rules and regulations are met through daily, weekly, monthly testing, preventive maintenance and record keeping.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Maintain water quality to EPA and state standards as well as taste and order free.
2. Plans and supervises all essential testing procedures, preventive maintenance and plant maintenance to insure uninterrupted safe plant operations.
3. Maintain chemical supplies on hand and repair parts to eliminate down time.
4. Monitor pump stations and tower levels.
5. Prepare daily and monthly reports.
6. Available 24 hours per day for emergencies.
7. Controls and supervises all expenditures and department purchases.
8. Perform necessary repairs to treatment plant equipment; administers a Preventative Maintenance Program.
9. Responsible for funds and/or equipment valued at approximately \$17M.

10. Treat incoming water and discharge a good quality of water. Plans and supervises all working requirements to meet state and federal requirements. Ensure full compliance with NPDES permit.
11. Oversee testing of water on a daily, weekly, monthly and annual basis.
12. Oversee all paperwork documented daily, keep records of maintenance and test performed for 3 years.
13. Ensure all paperwork is filled out correctly and on time.
14. Supervises and implements preventive maintenance of all phases of operations. Ensures that all equipment is maintained properly, repaired in a timely manner and kept operational.
15. Ensure all personnel have proper training and renewal hours for certification and renew certification with DEQ.
15. Oversee the security and safety of the plant and operators.
17. Prepare work schedule for plant personnel.
18. Oversee sludge wasting, tests and record. Maintain records for 5 years.
19. Prepare annual budget request; administers budget in accordance with established rules policies.
20. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervises six to fourteen employees in the plant. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A.A.) or equivalent from two-year college or technical school; or 7 years related experience and/or training and four supervisory years management experience; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, customers, and/or boards of directors and the general public.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Contacts with other departments or offices and also frequently with individuals in middle level positions. Frequent contacts with patrons, or other outside representative.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of instructions furnished in written, oral, diagram, schedule or mathematical form and deal with several abstract and concrete variables. Ability to define problems, collect data, establish facts, and draw valid conclusions.

## **CERTIFICATES, LICENESSES, REGISTRATIONS**

Class B Operator License and Class B Lab License. Working knowledge of testing procedures, NPDES permit requirements and OSDH rules and regulations.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and taste or smell. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

