

**City of Sallisaw
Job Description**

Job Title: WWTP Superintendent

Exempt (Y/N): Yes
Date: July, 2003

Department: Wastewater Treatment Plant
Reports To: City Manager

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.

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

1. Treat incoming water and discharge a quality of water to EPA and DEQ standards.
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. Prepare daily and monthly reports; correctly and on time.
5. Available 24 hours per day for emergencies.
6. Controls and supervises all expenditures and department purchases.
7. Oversee all paperwork documented daily, keep records of maintenance and test performed for 3 years.
8. 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.
9. Maintain, inspect and clean plant, operating equipment and facility.
10. Ensure all personnel have proper training and renewal hours for certification and renew certification with DEQ.
11. Oversee the security and safety of the plant and operators.
12. Prepare work schedule for plant personnel.

13. Oversee sludge wasting, tests and record. Maintain records for 5 years.
14. Prepare annual budget request; administers budget in accordance with established rules policies.
25. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises three (3) 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, LICENESES, 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.


WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 position the incumbent is exposed to outdoor weather conditions, and wet or humid conditions non weather related. The incumbent works in high precarious places, near moving mechanical parts. The incumbent is exposed to fumes and airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

**** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of Sallisaw, Oklahoma.**

Approved:  Date: 2/22/16
City Manager