

City of Sandpoint Classification Specification

Water/Wastewater Superintendent

Pay Grade: 15

FLSA Designation: Exempt

Effective Date: 08/16

Purpose of Class/Primary Function

The primary function of this employee is to plan, organize and implement comprehensive strategies for the operation of the water and waste water systems and treatment facilities. As Water/Wastewater Superintendent, the position oversees and coordinates the work of consultants and contractors engaged in the design, construction, renovation, and repair of the City treatment plants, systems and facilities; and is responsible for compliance with all associated federal, state and local regulatory requirements. The position establishes quality standards for operations and manages all aspects to ensure attainment of quality performance. The Water/Wastewater Superintendent directly supervises the Water Supervisor, the Wastewater Supervisor, and the Utility Supervisor. The work is performed under the general direction of the Public Works Director and latitude is granted for independent judgment and initiative. The principal duties of this class are performed in a public utility environment that may include working outside in adverse weather conditions; exposure to potentially hazardous equipment and chemicals.

Essential Duties and Responsibilities (will vary by assignment)

- Develops, implements, and administers comprehensive programs, policies, guidelines, and procedures related to the City wastewater treatment plant, in order to meet applicable standards of effluent quality and departmental objectives.
- Develops, implements, and administers comprehensive programs, policies, guidelines, and procedures related to the City water treatment plants, in order to meet applicable standards of quality and departmental objectives.
- Develops, implements, and administers comprehensive programs, policies, guidelines, and procedures related to the City storage and pumping facilities, in order to meet applicable standards of quality and departmental objectives.
- Oversees, coordinates and evaluates the work and performance of consultants and contractors engaged in the design, construction, renovation, and repair of water/wastewater plants, systems and facilities.
- Oversees pre-treatment and industrial waste inspection control programs to ensure compliance with applicable regulations.
- Plans, organizes, controls, integrates and evaluates the work of the Wastewater and Water Departments; develops, implements, and monitors long-term plans, goals and objectives focused on achieving missions and assigned priorities; monitors performance of the various annual budgets; manages the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual goals, objectives and work standards.

- Evaluates staff performance; establishes performance requirements; regularly monitors performance and provides coaching for performance improvement and development; takes appropriate disciplinary action in order to address performance deficiencies, in accordance with the City personnel rules, policies, and procedures.
- Monitors developments in areas of responsibility; analyses current and proposed state and federal laws and regulations for related impacts on City practices and operations; recommends policy and procedural changes consistent with regulatory requirements; recommends appropriate actions and implements programs.
- Oversees the preparation and timely submittal of all related compliance reports to federal, state and local regulatory agencies.
- Participates in the City's short and long-range planning process for wastewater treatment and water needs and requirements.
- Plans, implements and supervises the operation, maintenance and repair activities of water and waste water systems and treatment plants.
- Ensures that the facilities are maintained and operated in such manner as to meet safety standards.
- Prepares correspondence and written communications.
- Perform all work duties and activities in accordance with City policies, procedures, and safety practices.
- Performs related duties and responsibilities as required.

Competency Requirements

Knowledge of:

- Theory, principles, practices and techniques of wastewater and water treatment plants, systems, and facilities.
- Principles, practices, and techniques involved with the design, construction, maintenance and operation of complex wastewater and water treatment and distribution systems.
- Principles and practices of budgeting, purchasing, and maintenance.
- Principles and practices of effective management and supervision.
- Principles and practices of sound business communications.
- Methods, procedures, equipment, standard practices, and objectives and standards of water production and delivery and wastewater collection processes;
- Federal, state, local, City and other applicable environmental and safety statutes, ordinances, and codes;
- Supervisory, employee evaluation, and training methods;
- Federal (OSHA) and state regulations and City policies regarding safety training and safe work practices.

Ability to:

- Understand and interpret technical codes, ordinances and regulations pertaining to wastewater, potable water, pretreatment, hazardous materials, waste management and permit processes.

- Research, analyze and interpret data and make recommendations;
- Analyze standards and regulations and define the impact on the City;
- Implement management techniques.
- Manage a diverse group of skilled staff-level employees.
- Organize and effectively present technical reports and problem analyses.
- Demonstrate skill in operations, budget preparation, and in developing organization and staff requirements.
- Communicate effectively, both orally and in writing and work effectively with industry, the public, and other City personnel.
- Demonstrate effective customer service and interpersonal skills.
- Follow written and oral instruction.
- Understand the interrelationships and coordination that exist between various utilities functions and other municipal programs, and the general public.
- Communicate with others and assimilate and understand information, in a manner consistent with the essential job functions.
- Make sound decisions in a manner consistent with the essential job functions.
- Prepare and maintain records, documents, financial accounts, and related reports.
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties.
- Establish and maintain effective working relationships with co-workers, other City employees, supervisors and managers, vendors, and the general public.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Use logical and creative thought processes to develop reasonable solutions according to written specifications and/or oral instructions.
- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor.
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions.
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Respond to emergency calls 24 hours per day.

<p>Acceptable Experience, Training, Licenses and/or Certifications</p>

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| <ul style="list-style-type: none"> • High school diploma or GED. • Bachelor's degree preferred in civil engineering or a related field • Sufficient education, training and/or work experience to demonstrate possession of the aforementioned knowledge, skills, and abilities. • Ten (10) years of progressively responsible experience in the operation and maintenance of complex water and wastewater treatment plants and related systems • Five (5) years experience at a management level in the operation and maintenance of water and wastewater facilities. |
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Special Qualifications

- Possession of a Class IV wastewater treatment operator certification issued by the State is desirable.
- Possession of a Class III water treatment operator certification issued by the State is desirable.
- Valid, current driver's license
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to perform the essential functions and interact with the public and communicate effectively;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare technical documents and reports, and review complex plans, diagrams, blueprints, and specifications discern verbal instructions and to communicate effectively in person and on a telephone;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use fingers and hands to operate a computer, use a keyboard or type, and to handle materials and present information to small and large groups; and to operate a vehicle
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to sit for long periods, reach with hands and/or arms to manipulate large documents such as blueprints and occasionally required to climb stairs, stand and/or walk for long periods, climb or balance, stoop and kneel, crouch, and lift and/or move up to 60 pounds.