

CLASS TITLE: TREATMENT PLANT SUPERINTENDENT

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for planning, technical, administrative and supervisory work in the operation and maintenance of a water or wastewater treatment plant; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, directs and coordinates the work of a group of employees engaged in the operation, maintenance and repair of a water or wastewater treatment plant
- Advises or directs subordinates on plant operation and maintenance problems
- Directs operator's laboratory function and reviews results
- Participates in engineering-related studies of operational performance or techniques
- Reviews operation and maintenance policies and procedures and initiates changes to improve efficiency and productivity
- Directs energy conservation studies and develops methods to improve energy savings
- Directs a maintenance management program and maintains an equipment replacement plan
- Assists with maintenance, laboratory or operations staff training and safety awareness programs
- Assists with the preparation of and manages the annual operating and maintenance budget
- Prepares all regulatory reports and meets with federal agency representatives on compliance and operational issues
- Administers City and departmental work rules, policies and procedures and makes recommendations for improvements
- Reviews and approves requests for materials and supplies
- Prepares specifications for purchase of capital equipment
- Assists with employee selection, investigates accidents, participates in disciplinary actions and makes recommendations for other employee actions
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in engineering technology, environmental/biological sciences or a related field and six (6) years of progressively responsible experience in the operation of a water or wastewater treatment plant; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Certification as an engineering intern can be substituted for one year experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices and techniques of water or wastewater treatment; considerable knowledge of technology in treatment plant operations and maintenance procedures; considerable knowledge of engineering design problems and trouble-shooting techniques in a treatment plant; good knowledge of administrative and management practices; and good knowledge of local, state and federal requirements governing the treatment process. Ability to supervise and evaluate the performance of subordinate personnel; ability to maintain records and data for management reporting and to make recommendations for improved operations; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to five pounds with occasional lifting and carrying up to 20 pounds; occasional pushing and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Class "A" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ); and possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting, and in and around construction areas outdoors and in inclement weather; and may be exposed to hazardous chemicals and materials.

Class Code: 1059

EEO Code: E-02

Pay Code: EX-44

Group: Engineering, Planning, and Technical

Series: Professional Engineering

Effective date: October 19, 2015