

# WASTEWATER TREATMENT FACILITY SUPERINTENDENT

(A MANAGEMENT, AT-WILL POSITION)

*Specifications are **not** intended to reflect all duties performed within the job.*

## SUMMARY DESCRIPTION

Under administrative direction, oversees, supervises, and coordinates the operation and maintenance of the Town's Wastewater Treatment Facility, pumping stations and collection system; coordinates assigned activities with other units, divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Sewer Commission.

## REPRESENTATIVE DUTIES

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Responsible for the operation of the Allenstown Wastewater Treatment Facility, collection system and pumping stations ensuring that all treatment and disposal activities meet permit compliance requirements.
- Coordinates the organization, staffing, and operational activities for the Wastewater Treatment Facility including assuming responsibility for critical decisions regarding operational changes, process control, maintenance priorities, scheduling, and compliance with the numerous regulations of multiple federal, state, and local agencies.
- Participates in the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures for the operation and maintenance of the Wastewater department.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Directs, coordinates, and reviews the work plans for operations and maintenance functions, services, and activities at the Wastewater Treatment Facility; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve issues.
- Directs the testing of various treatment phases; interprets tests to determine necessary changes in treatment parameters; directs operational procedures.
- Directs the adjustment and repair of equipment such as pumps, chlorinators, metering devices, electrical control panels, biosolids dewatering, chemical feed systems, and gas compressors; monitors preventative and corrective maintenance on all plant equipment; use and interpretation of SCADA control system(s).
- Mechanical and electrical systems; materials, methods, practices and equipment used in wastewater system construction, maintenance, and repair activities.
- Oversees the development, modification, and maintenance of the SCADA (Supervisory Control and Data Acquisition) and telemetry systems used by the department
- Serves as liaison on construction project teams involving construction management companies and contractors; coordinates Wastewater Treatment Facility operational needs with construction work efforts; follows Town guidelines and directives to achieve goal of successful completion of construction projects.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees safety programs for assigned sections and work groups; assists with action planning for safety programs; implements and monitors risk management plan regarding hazardous material; responds to workers' compensation issues.

- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Oversees and participates in the maintenance of records and related documentation; prepares performance and other reports detailing workload and activities.
- Coordinates Wastewater Department activities with those of other units, divisions, and outside agencies and organizations; resolves sensitive and controversial issues.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater treatment plant operations and maintenance.
- Works closely with consultant engineers to develop plant improvements, expansions, and collection system rehabilitation/expansion. Maintain effective working relationships with those contacted in the course of work.
- Provides responsible assistance to the Commission; conducts a variety of studies and investigations; develops and recommends modifications to Wastewater Treatment Plant programs, policies, and procedures as appropriate.
- Directs the development and implementation of plans and programs to improve the efficiency of operations including cost control programs, staff utilization studies, and work method improvements.
- Oversees and participates in the maintenance of records and related documentation; prepares performance and other reports detailing workload and activities.
- Serves as representative on a variety of boards, and committees; prepares and presents staff reports and other necessary correspondence; participates in rates and fees meetings with Town management, Town committees, and public groups.
- May interact with federal, state, and local regulatory agencies on issues relating to the Wastewater Treatment Facility including permit application processes, permit compliance, and facility and records inspections; prepares annual self-monitoring reports for E.P.A. requirements; prepares responses to permit violations; prepares permit application forms for N.P.D.E.S. permits and Air Pollution Control Board for facility and equipment permitting process; maintains required records and data for permit groups; reviews for accuracy and signs monitoring reports for submittal to various regulatory agencies.
- Responds to and resolves citizen and staff inquiries, concerns, and complaints in a timely and effective manner; responds to requests from regulatory agencies.
- Performs other related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or to be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operational characteristics, services, and activities of a wastewater treatment plant, sewer lift stations and collection systems.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, regulations, and permits including state and federal mandates affecting the operation of a wastewater treatment facility, the discharge of treated wastewaters, and safety regulations concerning industrial environments and hazardous materials.

- Wastewater treatment technology as it applies to secondary (activated sludge) treatment and tertiary/recycled water.
- Chemistry and microbiology principles.
- Sludge treatment practices as applied to digester gas recovery, sludge dewatering, and primary and secondary anaerobic digestion.
- Current methods, terminology, equipment, tools, and materials utilized in the operation, maintenance, and repair of a wastewater treatment plant and lift stations.
- Types and level of maintenance and repair activities generally performed at a wastewater treatment plant and lift stations. Mechanical and electrical systems; materials, methods, practices and equipment used in wastewater system construction, maintenance, and repair activities.
- Construction practices as related to wastewater treatment and collection systems.
- Operational and mechanical maintenance characteristics of tools and equipment used in the operation and maintenance of a wastewater treatment plant including pumps, motors, chemical feeders, and metering equipment.
- Operation and maintenance of odor-abatement equipment (air scrubbing).
- Wastewater treatment biology and simple chemical and bacteriological testing.
- Mathematical principles.
- Principles and practices of record keeping and report preparation.
- Occupational hazards and standard safety precautions.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, financial accounting and databases.

**Ability to:**

- Oversee and participate in the management of a wastewater treatment plant.
- Supervise, direct, and coordinate the work of lower level staff.
- Select, train, and evaluate staff.
- Participate in the development and administration of unit goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare and administer program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze and take appropriate action to correct construction and functional fault in equipment, buildings, lines, and appurtenances of the plant and lift stations.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Operate the full range of wastewater treatment plant equipment including pumps, chemical feeders, motors, controllers, and process sampling equipment.
- Learn and apply computer hardware and software to enhance plant operation and maintenance.
- Ensure adherence to safe work practices and procedures.
- Estimate time, material, and labor costs for maintenance and repair projects.
- Compile data, maintain records and files, and participate in the preparation of clear and concise reports.
- Oversee and participate in the provision of a high level of customer service to internal and external customers.
- Respond to requests and inquiries from the general public; tactfully and courteously represent the department during public contacts.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.

- Operate office equipment including computers and supporting word processing, spreadsheet, accounting, and database applications.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Speak publically at meetings, trainings, hearings, and other events.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** An Associate's degree from an accredited college or university with major course work in physical science, wastewater technology, engineering, business administration, or a related field.

**Experience:** Ten years of responsible experience in the operation and maintenance of a wastewater treatment plant including four years of administrative and supervisory responsibility. Additional years of related experience may be substituted for the required education on a year-for-year basis.

**License or Certificate** - Possession of a valid Grade IV Wastewater Treatment Plant Operator Certificate issued by the New Hampshire Department of Environmental Services at time of application. Possession of an appropriate, valid New Hampshire driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Office, wastewater treatment plant, lift station, and collection system setting with some travel from site to site. Some exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. This is an exempt salaried position and requires 24/7 availability. The typical work week is daily Monday through Friday with on-call status on nights and weekends. Emergencies may require extended hours. Other situations of a non-emergency nature may require activity beyond the normal workday. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure.

**Physical:** Primary functions require sufficient physical ability to work in a treatment plant, lift station, and office setting and operate plant and office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.