

# WATER AND WASTEWATER SUPERINTENDENT

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Immediate Supervisor: City Administrator  
Department/Division: Utilities - Water/Wastewater  
Classified: Salary, Exempt  
Revised Date: June 2024

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## **JOB SUMMARY:**

The Water/Wastewater Superintendent is responsible for operating, maintaining, monitoring and overseeing all water and wastewater operations, as well as planning, directing, and managing the personnel responsible for the operation, maintenance, and repair of the water system and wastewater treatment facility. Knowledge of, and the ability to ensure compliance with, Local, State and Federal regulations is a must for this position.

## **GENERAL DUTIES AND RESPONSIBILITIES:**

*The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to demonstrate competence and satisfactory performance of these duties. Other duties may be required and assigned.*

1. Supervising and directing the activities of staff engaged in the operation and maintenance of the water system and wastewater facility. This includes providing consistent guidance in operations, assessment of training needs, ensuring safety performance standards, establishing and assigning work procedures, scheduling, hiring and promoting.
2. Directing and monitoring operations and maintenance of equipment and systems to detect issues and abnormalities, taking preventative or corrective action as necessary to ensure optimal system performance.
3. Review, evaluate, and maintain accurate records of plant operations, including but not limited to, production data, maintenance logs, and regulatory reports. This includes State and Federal reporting and pretreatment program oversight.
4. Monitor, review, and conduct laboratory tests on various water and wastewater samples and interpret results to ensure compliance with State and Federal regulations, coordinate with regulatory agencies as required.
5. Respond and investigate resident questions and concerns.
6. Assist in the development of long-term and short-term financial forecasts for all department operations. Prepare and perform studies and analysis as directed.
7. Purchase material and equipment to maintain inventory for day-to-day operations.
8. Assist with coordination, inspection and monitoring of all water and wastewater plant construction projects, including preparation of equipment specifications and material purchase for said projects, with City Departments, Engineers, Developers and Contractors.
9. Responsible for maintaining effective communication and relations with customers while representing the City in a positive and professional manner at all times.
10. Safely operate assigned department vehicles and ensure maintenance according to City standards.

11. Assist with the Department's annual operating budget and capital improvement plans; provides regular status reports on projects.
12. Assist with preparation of equipment specifications and material purchases for all water and wastewater projects.
13. Attend meetings and presentations by environmental organizations and trainings as assigned.
14. Participates in on-going training to maintain required licenses.
15. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
16. Participate and make recommendations in personnel matters including, but not limited to, interviewing potential employees, appraising productivity and efficiency of employees. Offer advice and assistance when necessary, and respond to employee complaints.
17. Performs other duties as assigned.

**MINIMUM REQUIRED QUALIFICATIONS AND SKILLS:**

- Bachelor's Degree in Water Resources & Environmental Engineering, Wastewater Engineering, Civil Engineering, or similar, related field strongly preferred.
- Three (3) years minimum experience in water and wastewater treatment operations.
- Class I Wastewater and Class B Water Licenses preferred – ability to obtain within two (2) years required.
- Possess a valid driver's license.
- Excellent leadership and communication skills
- Knowledge or ability to quickly learn Federal, State and Local laws.
- Knowledge of Microsoft office systems.
- A combination of relevant education and experience which demonstrates the skills, knowledge and abilities required to perform the job will be considered.

**REQUIRED JOB COMPETENCIES:**

- Knowledge of the practices, methods, and materials used in water and wastewater treatment.
- Knowledge of the variety of plant equipment and processes used in water and wastewater treatment.
- Effectively train, mentor, and evaluate the performance of department staff, including annual performance evaluations.
- Skill in reading and understanding schematics and blueprints.
- Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State and local regulations.
- Ability to prepare and maintain accurate and concise records and reports consistent with the position.
- Ability to communicate clearly, concisely, and effectively in with staff, administration, and the public in both written and verbal form.
- Ability to maintain professionalism at all times.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of NPDES limits for wastewater quality and wastewater treatment facility regulations.

**MINIMUM PHYSICAL QUALIFICATIONS AND WORK ENVIRONMENT:**

*The physical and work environment characteristics outlined in this job description are representative of those minimum physical requirements necessary and conditions an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor and/or the City Administrator.*

- Frequently required to stand, walk, sit, speak, hear, reach with hands and arms. Occasionally required to bend, kneel, crawl, climb and balance, and lift up to 25 pounds.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Requires handling of hazardous chemicals and materials.
- Work is performed primarily in a noisy plant environment.

*Nothing in this job description shall limit management's right to assign or reassign duties and responsibilities to this job at any time for any reason. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*