

CITY OF MARION, OHIO
Job Description

Job Title: ASSISTANT WATER POLLUTION CONTROL SUPERINTENDENT
Department: WATER POLLUTION CONTROL
Reports To: WPC SUPERINTENDENT
FLSA Status: EXEMPT
Prepared By: H.R.
Prepared Date: 7/15/2021
Approved By:
Approved Date:

SUMMARY:

Responsible to the water pollution control superintendent to assist in the direction of the operations of the wastewater treatment facility and collection system. Plans, directs, and coordinates activities of workers engaged in the operation and maintenance of the water pollution control plant to ensure continuous, efficient, and safe operations. Works independently within a broad policy framework established by the superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES – Includes the following among other duties as assigned:

Schedules, supervises, and coordinates activities and personnel in the processing and distributing of wastewater; assigns personnel to shifts on a 24 hour, 7 days per week basis to operate filtering and chemical treatment, coagulating and settling basins and other facilities; oversees the use of various safety devices, such as: SCBA respirators, tripods, harnesses, gas monitoring, traffic barricades, etc.

Predetermines which actions are to be taken in event of emergencies, such as: machine, equipment, or power failure; prepares and implements plans for the same.

Prepares plans/specifications for new equipment or modification of existing equipment to provide increase operational capacity or efficiency; reviews and evaluates reports, records, and graphs to confirm Adequacy of present and projected needs; writes various bid specifications to comply with local and state requirements for the procurement of equipment, materials/services.

Oversees industrial pre-treatment program; reviews waste discharges and determines their acceptability in conjunction with plant capacities as well as local, state, and federal guidelines; prepares reports concerned with chemical and bacteriological analyses of treated water for administrative purposes and governmental agencies; assures that monthly EPA operating reports are submitted accurately and timely.

Works with consultants and engineers in the design, implementation, installation, and maintenance of new treatment processes and/or equipment; helps organize and schedule large installation and maintenance projects to minimize effect on the operation; develops good rapport with contractors; maintains control of projects; diagnoses and resolves plant operating, maintenance, and water pollution control problems; formulates and/or revises policies, procedures, and methods relative to the operation and maintenance of the plant and collection system; conducts employee training on new or revised plans.

Reviews accident reports and investigates accidents to determine whether any dangerous conditions exist that needed correction; follow up as needed.

Manages sludge land application program **and/or disposal**; assists in preparing bid specs and follows up to ensure compliance with contracts.

Prepares budget, estimates re-anticipated material, equipment, and personnel needs; operates and updates the computer system as necessary; carries out various projects as required by the superintendent.

SUPERVISORY RESPONSIBILITIES:

In absence of Superintendent, oversees subordinate supervisors who supervise a total of twenty plus employees in the WPC division. Is responsible for the operations and staffing of the plant operations. Also, directly supervises three non-supervisory employees. Oversees three subordinate supervisors who supervise a total of 15-20 employees in the WPC division. Is responsible for the overall direction, coordination, and evaluation of the units. Also, directly supervises three non-supervisory employees. Carries out supervisory responsibilities in accordance with the cities policies and applicable laws. Responsibilities include interviewing, hiring, training, planning, assigning, directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

QUALIFICATIONS:

To perform this job successfully, and 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:

Bachelor's degree (B.A.) from a four-year college or university with specialization in physical or biological sciences or Associates degree (A.A) in a specific technical program of water pollution control and a minimum of three (3) years working experience in the field of wastewater treatment or related waste disposal activity is preferred. Any equivalent combination of education and experience that provides the required knowledge, skill, and ability may be considered.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write correspondence, reports, and procedure manuals; speak clearly and effectively, present information, and respond to questions from supervisors, officials, contractors, customers, and the public; establish and maintain cooperative, harmonious working relationships with employees, peers, supervisors, city officials, and the public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.); deal with a variety of abstract and concrete variables.

COMPUTER SKILLS:

Should have knowledge of and skill in the use of the Internet, WPC database, project management, spreadsheet, and word software.

CERTIFICATES, LICENCES, REGISTRATIONS:

Valid State of Ohio Driver's License. Class III Wastewater Operator Certificate as issued by the Ohio Environmental Protection Agency **or the ability to obtain within eighteen months.**

OTHER SKILLS AND ABILITIES:

Comprehensive knowledge of modern methods/principles of wastewater treatment; thorough knowledge of theories, practices, equipment, and materials used in the chemical and biological treatment of waste; mechanical and hydraulic engineering principles used in the treatment processes; methods/principles of modern management and supervision; considerable knowledge of the safety practices associated with wastewater treatment; rules, regulations, and laws governing wastewater treatment; ability to plan, layout, and oversee a wide variety of technical, operational, and maintenance programs; drive to field sites and traverse various terrains on foot; inspect all areas of the facilities and work locations; climbing stairs and ladders.

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.

The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell; frequently required to stand and walk; occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl; lift and/or move up to 100 pounds. Specific vision abilities required by this job include near, distance, color, and peripheral vision; depth perception and 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.

The employee is frequently exposed to moving mechanical parts and outside weather conditions; occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; Risk of electrical shock and vibration. The noise level is usually moderate to loud.