

CITY OF FENNIMORE

POSITION DESCRIPTION

General information

Position Title: Water/Wastewater Treatment Superintendent

Appointing Authority: Personnel & Administrative Committee

Confirming Authority: City Council

Position Reports To: Director of Public Works

Position Supervises: Water/Wastewater Treatment Operators and additional help as required

Job Location: City of Fennimore, Wastewater Treatment Plant

Full or Part-Time: Full Time

Working Hours: 7 a.m. to 3:30 p.m. with rotating schedule to cover weekend duties

Salary or Hourly Wage: Hourly, non-exempt

SUMMARY

The Water/Wastewater Treatment Superintendent serves the City of Fennimore to provide safe and reliable collection and treatment of the city's wastewater and distribution of safe, potable water.

When needed may also provide assistance to other City departments as necessary. This employee is a representative of the City of Fennimore and must always be willing to conduct them self with integrity in a positive and respectful manner.

Ensures that the treatment plant continues to meet the City's Water Pollution Discharge Elimination System (WPDES) Permit requirements and maintain design life of the plant. Also ensures that the sanitary sewer collection system continues to provide uninterrupted service to its customers. Performs scheduled and nonscheduled maintenance on treatment plant and collection system equipment. Also performs emergency repairs on equipment in a timely manner to maintain the performance of the plant, collection, and distribution systems. Assists in giving technical advice on the operation and maintenance of the plant, collection and distribution systems. Ensures routine laboratory testing is completed.

Ensures all property, vehicles, equipment and structures owned by the Water/Wastewater Treatment Facilities are properly maintained and serviced by planning, organizing, coordinating and directing the operations and activities of the Water/Wastewater Treatment Department. Ensures that the City's sanitary sewer system (including the Wastewater Treatment Facility) and water supply and distribution systems are effectively maintained and properly operated with all established State requirements by organizing, directing and supervising the long term and short-term activities of the City's Wastewater Treatment and Water Distribution process.

This position is responsible for the maintenance operations of the City pool. This position must have a certified pool operator license or able to successfully obtain within one year of hire date. This position is responsible for and assists in maintenance of routine pump room duties, monitors and maintains pool filtration system, performs pump room duties, including backwashing, handling and installation of pool chemicals, such as chlorine, muriatic acid, soda ash, etc. Monitors pool water chemistry through testing of water samples and fills out daily and monthly reports for the State of Wisconsin.

This position is responsible for supervising two employees. This position plans, coordinates and supervises the operation and maintenance of the City's water distribution system and wastewater treatment plant equipment, buildings and grounds, and the sewer gravity collection system and lift stations. This position will also assist the Director of Public Works with planning and coordinating the programs and services of the department, training department employees, formulating department goals and short/long range plans, preparing and administering the department budget, meeting management, and establishing standard operating policies and procedures for the department.

LEVEL OF RESPONSIBILITY

Performs under the direction and general supervision of the Director of Public Works, but exercises considerable independent judgement in establishing work priorities and managing day to day operations of the Division. Provides direct supervision to the Water Operator, Wastewater Operator and other limited term employees as applicable. This person holding this position will be the listed Operator-in-Charge for the WWTF, as required by the Wisconsin Department of Natural Resources.

ESSENTIAL FUNCTIONS

1. Plans and organizes workloads and staff assignments and supervises employees to ensure safety, efficiency, and compliance with established policies and procedures, work methods, and internal rules.
2. Administers City personnel policies within the Wastewater Department including the hiring and training of employees, conducting performance evaluations, investigating and responding to grievances, recommending necessary employee counseling, and utilizing City disciplinary process from written reprimand through a recommendation for discharge in compliance with appropriate standards, rules, and policies.
3. Assists the Director in coordinating the work of contractors and conducts field inspections of construction projects.
4. Assists in preparing and administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
5. Maintain inventory of facilities, vehicles, and equipment in order to recommend replacement within the 5-year capital improvement plan.
6. Prepares, maintains and submits all necessary records for permits and reports required by the WDNR, including but not limited to Laboratory Permit, WPDES Permit, CMOM (Capacity, Management, Operation, and Maintenance), CMAR (Compliance Maintenance Annual Report, WDMR (Wisconsin Discharge Monitoring Report) and Sludge Management and Reporting.
7. Responsible for preparing project material and cost estimates, and preparing project completion job ticket to include materials/inventory used and equipment and employee hour summary.
8. Maintains and keeps available laboratory inventory, preventative maintenance requirements inventory and inventory of necessary equipment components and parts.
9. Performs maintenance on plant and lift station pumps and associated equipment. Maintenance includes oil changes, greasing, replacing worn bearings, gaskets, seals, gears, chains, and valves, inspection of pumps and motors, replacing fuses, motor starters, control switches, and trouble- shooting of electrical circuits.

10. Responsible for performing scheduled maintenance of over 22 miles of sanitary sewer collection system and seven (7) lift stations. Maintenance includes cleaning, television inspection, repairs of sewer lines and manholes, television inspection and location of sanitary sewer laterals, addition of root control chemicals, flow monitoring and inspection of system to locate sources of clear water, periodic inspection of customer sump pumps, and maintenance of lift station pumps and associated equipment.
11. Responsible for performing daily operation of treatment plant including monitoring sludge levels in clarifiers and digester, monitoring operation of activated sludge and biological phosphorus processes, operation of system to thicken Waste Activated Sludge (WAS) prior to pumping to digesters, adjusting the WAS rates and Return Activated Sludge (RAS) rates as needed depending upon daily test results, recording equipment runtimes, monitoring Supervisory Control and Data Acquisition (SCADA) System, and observation of plant processes.
12. Responsible for performing routine laboratory testing including BOD, TSS, Ammonia-Nitrogen, Phosphorus pH, fecal coliform, mixed liquor total and return activated sludge total suspended solids and bio-solids analysis. Also, makes up BOD dilution water. Records data on appropriate laboratory forms and performs general housekeeping of the laboratory. Included with the routine testing is calibration of the dissolved oxygen, ammonia, and pH meters, and periodic calibration of the scale.
13. Adds chemicals to wastewater treatment process as necessary and maintains proper records pertaining to same.
14. Maintenance as necessary for compliance report.
15. Maintains Quality Control Manual and implement Method Standard Operating Procedures for all laboratory analysis performed as required by WDNR and NR149.
16. Performs all other tasks imposed by WDNR.
17. Oversees all aspects of sludge removal and land application requirements including but not limited to pumping and hauling sludge, taking and testing soil samples for sludge disposal sites and maintaining working relationship with sludge site landowners, including searching for and obtaining new locations to accept land applications.
18. Plans, coordinates and supervises Community Pool water balancing activities to include collection, laboratory analysis and chemical addition responsibilities.
19. Assists in installing, maintaining, repairing and locating sewer and water mains and service lines.
20. Assists in maintenance and repair work at sewage lift stations.
21. Oversees the Water Operator in maintaining water system, including maintaining wells, gathering water samples and testing, daily logs at wells, monitoring well and tower activity, locating and repairing leaks, repairing hydrants, curb stops and valves and able to climb and inspect water towers.
22. Oversees business customers' grease collection/trap physical inspections and documentation records and follow-up requirements.
23. Operates various pieces of equipment such as jet-vac truck, dump trucks, end-loader, backhoe, tractors, valve exercising machine and others.
24. Uses hand tools and power equipment such as chain saws, mowers, skid-steers and others.
25. Works safely at all times.
26. Understands and follows all safety rules, practices and procedures. Sets positive example for all employees to work in compliance with accepted safety standards to foster a hazard-free environment for employees and the public.

27. Attends meetings and trainings as requested by the Director of Public Works, Mayor or City Council.
28. Responds to customer inquiries and complaints in a timely manner.
29. Accepts duty assignments for nights, weekends and holidays and call-in for emergencies.
30. Responsible for all data collection and computer records for the water distribution system and the WWTF, including operational and maintenance data records on the City's SCADA Operation (HACH WIMS) and maintenance (Allmax Antero) databases.
31. Performs such other duties as may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the methods, materials, tools and equipment commonly used in the operation of the wastewater treatment plant and drinking water system. Thorough knowledge of the methods, materials, tools and equipment commonly used in water and sewer utility maintenance and construction work. Thorough knowledge of chemical testing and analysis procedures.

Skill in organizing, directing, and supervising employees. Skill in the operation of equipment needed to effectively perform the duties and responsibilities of the position, including modern office equipment, computer equipment, and required software.

Ability to work outdoors in varying weather conditions. Ability to work independently and make decisions regarding the application of division and department policies. Ability to process confidential information with discretion. Ability to communicate effectively both orally and in writing with business representatives, elected officials, department heads, the general public, and other City employees with courtesy and tact. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with staff and the public. Ability to work the required hours of the position.

May be required to demonstrate minimum competency by successfully passing approved tests.

REQUIRED MINIMUM QUALIFICATIONS

1. Graduation from high school or equivalent; and
2. A minimum of four years of progressively responsible experience in the operation and maintenance of wastewater treatment facilities; or
3. An equivalent combination of experience and training which provides the required knowledge, skills and abilities.
4. Possession of an advanced wastewater operator certification as required by the Wisconsin Department of Natural Resources, or ability to obtain within a specified time period.
5. Possession of a waterworks operator certification as required by the Wisconsin Department of Natural Resources or obtain within specified time period.
6. Possess of a certified pool operator's license as required by the Wisconsin Department of Health, or ability to obtain within a specific time period.
7. Possession of a valid Wisconsin driver's license.
8. Possess and maintain a commercial driver's license with air brake endorsement valid in Wisconsin.
9. Attends training sessions to collect necessary CEU credits as required by WDNR for maintaining wastewater operator and waterworks operator certifications.
10. Ability and willingness to follow all safety rules and procedures.
11. A sincere attitude of teamwork, and a commitment to community service.

12. Thorough knowledge of the methods, materials, equipment, and vehicles used in performing the essential functions of this position.
13. Strong internal and external customer service skills.
14. Strong attention to detail.
15. Thorough knowledge of occupational hazards and safety precautions.
16. Skills and abilities required to safely and effectively operate the equipment and tools utilized in performing the essential functions of this position.
17. Ability to communicate effectively with fellow employees, supervisors and the general public.
18. Effective knowledge and ability to use various computer-based equipment and programs including SCADA, word processing and Excel, and cell phones.
19. Demonstrated aptitude for the work to be performed.
20. Strong math skills.
21. Ability to accept and give direction and operate under broad supervision, often independently.
22. Meet DOT hearing standard requirements.
23. First aid certification including competency in CPR.
24. Willingness and ability to respond to after-hour calls in a reasonable amount of time, preferably less than 30 minutes. Must take appropriate action to ensure Permit compliance and to protect the health and safety of the customers.
25. When on call or working scheduled weekend, this position requires a sense of responsibility and the initiative to work independently.
26. Willingness to attend training away from city property as required.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job:

May include physical activities such as stooping, kneeling, crouching, standing, walking, lifting, grasping, feeling, talking, hearing/listening, seeing/observing, bending/twisting, climbing and performing repetitive motions. May require occasional lifting of heavy objects weighing approximately 80 lbs. May be exposed to extreme weather conditions such as heat, cold, wind, rain and snow. Occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

Work is performed in a potentially hazardous environment. Incumbent must take appropriate precautions to reduce risk of exposure to hazardous materials, confined spaces, and mechanical and electrical exposures. Must be able to work in confined spaces and use respirator, as needed, to perform necessary work.

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.

NOTES

1. The job duties listed herein are intended only as illustrations of the 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.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities. The City is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the City of Fennimore.

Dated this ____ day of _____, 20__.
