

CLASS TITLE: TREATMENT PLANT SUPERINTENDENT

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

ESSENTIAL TASKS:

- Plans and directs the work of treatment plant employees engaged in the operation, maintenance, and repair of a water or wastewater treatment plant
- Reviews process control and QA/QC certified laboratory results frequently to ensure compliance with State and Federal regulations
- Directs a computerized maintenance management program and recommends capital equipment replacement based on criteria established in the asset management framework
- Develops and maintains a computerized water information management system to capture operational data, analyze trends, and inform operational decisions
- Provides direction for, and assists with, City policy and safety training programs for plant staff
- Reviews, prepares, and manages annual capital and operating and maintenance budgets
- Prepares regulatory reports and communicates with state and federal agency representatives to achieve compliance with regulatory requirements
- Administers City and departmental policies and procedures and makes recommendations for improvements
- Participates in the development, engineering design, project management, and construction oversight of capital improvement projects
- Investigates incidents and accidents promptly, and implements corrective 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: Completion of 120 hours from an accredited college or university and five (5) years of experience in a field relevant to the essential tasks of this job description or completion of 60 hours from an accredited college or university and seven (7) years of experience in a field relevant to the essential tasks of this job description. Certification as an engineering intern can be substituted for one year of experience.

Knowledge, Abilities, and Skills: Considerable knowledge of the principles, practices, and techniques involving water or wastewater treatment; considerable knowledge of technology utilized in treatment plant operations and maintenance; considerable knowledge of engineering design problems and troubleshooting techniques in a treatment plant; and considerable knowledge of local, state and federal requirements governing treatment plant processes and compliance. Ability to effectively supervise and develop the subordinate personnel; ability to maintain records and organize data to report to management and to make recommendations for improved operations; ability to effectively train and provide employees with the necessary tools to successfully perform their job duties; and the ability to utilize the highest level of interpersonal skill 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.

Licenses and Certificates: Possession of a valid Class "A" Water/Wastewater License as issued by the

Page 2 (continued from Treatment Plant Superintendent)

Department of Environmental Quality (DEQ); and possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: The 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: September 1, 2021