

SUPERINTENDENT OF WATER RESOURCE RECOVERY FACILITIES

NATURE OF WORK

This is responsible administrative and technical work in the supervision, operation, maintenance, and technical control of wastewater pumping, treatment, effluent reuse, solids handling, and residual utilization facilities.

Work involves administrative responsibility for the establishment of specific standards and procedures to accomplish maximum efficiency of the facilities. Work requires professional and technical knowledge of all phases of wastewater pumping, treatment, and water resource recovery facilities. Work requires professional knowledge of bacteriology and chemistry as applied to wastewater treatment and reclamation. An employee of this classification is responsible for coordinating, planning, and inspecting the complete operation and maintenance of one or more facilities in order to ensure compliance with state and federal regulations. General supervision is received from the Assistant Director of Utilities with work being reviewed through operating reports and procedures, and achievement of stated objectives. Supervision is shared over a large group of professional, technical, skilled, and semi-skilled subordinates.

EXAMPLES OF WORK PERFORMED

Plans, assigns, coordinates, and supervises the work of subordinate supervisory personnel, involved in all phases of wastewater pumping and treatment facilities as well as the preventative maintenance of such facilities.

Develops and monitors employee technical skills and proficiency training and safety programs.

Coordinates projects with other city departments and divisions, government agencies, and private contractors and industries; answers questions and complaints from the general public.

Directs and coordinates the installation of new processes and equipment in collection system pumping stations, treatment, and bio-solids land application facilities; assists Assistant Director of Utilities in the development and review of design drawings and specifications for new and improved wastewater pumping and treatment facilities; recommends and specifies the most effective materials and equipment for proper operations and maintenance of facilities.

Maintains compliance with local, state, and federal regulations; reviews and provides input on proposed and existing city ordinances, state laws, and federal laws.

Supervises and participates in the preparation of operation, cost, and technical reports on pumping and treatment facility operations

Prepares, recommends, and assists in the preparation and implementation of annual capital improvements program and annual budget for the Water Resource Recovery Division; reviews and recommends expansion and replacement programs for six-year and twenty-year projected capital replacement and improvements program and comprehensive facilities master plan.

Develops supporting documentation and cost estimates for budget requests; reviews and approves purchase requests in order to monitor and control budget expenditures.

Reviews, recommends, and coordinates capital improvement programs for the Water Pollution Control Plants; reviews and recommends plant expansion and replacement programs for the six-year capital improvement program and comprehensive plan.

Develops and monitors preventive maintenance program for collection system pumping and wastewater treatment. Travels to such facilities on a regular and frequent basis to review and inspect facilities and program operations.

Performs requested and related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the operating processes and practices involved in the operation, control, and maintenance of large secondary and advanced wastewater pumping and treatment facilities.

Thorough knowledge of the operation, repair, and maintenance principles and practices of wastewater pumping and treatment facilities; including bio-solids handling and land application systems.

Thorough knowledge of the safety hazards and necessary safety precautions connected with facility operations and maintenance activities.

Thorough knowledge of bacteriology and chemistry as it applies to wastewater treatment processes and quality of surface and ground waters.

Thorough knowledge of computers and computer applications for treatment of process control, maintenance, database, and related records keeping systems.

Considerable knowledge of electronic and computerized supervisory control and data acquisition systems.

Considerable knowledge of the sources of applicable technical information and the ability to use such information effectively.

Considerable knowledge of local, state, and federal regulations and regulatory agencies applicable to the operation and maintenance of wastewater treatment facilities and systems.

Ability to represent the owner in capital construction or repair projects.

Ability to establish operation, maintenance, and laboratory control procedures.

Ability to interpret and apply rules, regulations, and policies and to make decisions in accordance with established precedents.

Ability to analyze administrative and technical problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to plan, coordinate, assign, and evaluate the work of subordinate supervisory personnel.

Ability to maintain accurate records and prepare clear and comprehensive written technical and administrative reports.

Ability to establish and maintain effective working relationships with city officials, and employees, contractors, and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in civil, mechanical, chemical, environmental, or sanitary engineering plus four years of experience in the supervision and/or management of wastewater pumping and treatment systems and collection systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

DESIRABLE SPECIAL QUALIFICATIONS

Registration as a Professional Engineer by the State of Nebraska.

NECESSARY SPECIAL REQUIREMENTS

Possession of a Nebraska Class IV Wastewater Treatment Plant Operator Certification or equivalent; or the ability to obtain such certification within the first six (6) months of appointment.

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

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