



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Water Pollution Control Superintendent

Department: Water Pollution Control Reports to: Public Works Director Pay Grade: H16
Date Established: 3/2014 Date Revised: 12/2017 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Water Pollution Control (WPC) Superintendent directs the operations of the City Wastewater Treatment Facilities, Collection System/Lift Stations, Pretreatment Program, Laboratory and Biosolids Land Application Program. The job oversees plant operations and maintenance and ensures that Water Pollution Control facilities meet all NPDES Permit and other compliance requirements. The job manages staff through subordinate supervisors in four sections: Operations, Maintenance, Collections and Lab/Pretreatment.

The job requires a Wastewater Treatment Class IV License and knowledge of the methods and objectives of wastewater treatment including the NPDES permitting process, plant operations, pretreatment, laboratory and biosolids programs. The job serves as the Responsible Charge Operator for the treatment plant and collections system. The job requires comprehensive knowledge of methods and objectives of management, leadership techniques and department administration.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes a public building environment and outdoors that may include exposure to working in adverse weather conditions and hazards involving the plant operations and wastewater treatment. The noise level in the work environment is usually moderate.

The job is an on-call position, responding to emergency situations. Employees designated as immediate response personnel must live 12.5 odometer miles from their usual daily work site and must be able to be at the job site in thirty (30) minutes or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Directs the operations of the Water Pollution Control Department, including plant operations, pretreatment, collection systems, laboratory and biosolids to ensure meeting all NPDES Permit requirements, as well as State and Federal regulations and to protect the environment and public health.

Directs and administers the development of a five-year financial plan for capital improvements that may be mandated by regulatory authorities or known capital expenses that are pending. Directs and administers the development of the WPC rate structure for industrial users. Oversees capital improvement projects; directs the planning, design and construction of capital projects.

Ensures that the collection system/lift stations are operating properly to protect public health.

Directs the short- and long-term planning for Department operations. Supervises department staff through subordinate supervisors.

Interacts with Federal and State regulators who have an interest in the NPDES Permit.

Manages the Department's budget including creating, revising, and implementing an annual budget.

Hires, supervises, trains, schedules, evaluates, and disciplines employees, including terminations.

Supervises work of non-departmental consultants, vendors, and contractors.

Researches, writes, opens, reviews, and recommends awarding Department bids.

Acts as consultant and liaison to other City departments, staff, officials, and committees as well as community agencies and groups.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives for the direction of the City Water Pollution Control Department;
- Methods, techniques, and objectives of wastewater treatment, including but not limited to, pre-treatment, biosolids, laboratory operations and analysis, and the maintenance and repair of collections systems and lift stations.
- Methods, techniques and objectives of the NPDES Permitting process, implementation and continued administration.
- Methods, techniques, and objectives of vehicle and equipment acquisition, maintenance, and repair;
- Methods, techniques and objectives of short and long-term planning for wastewater treatment, including the development and implementation of a five-year capital improvement plan.
- Employee hiring, supervision, training, evaluation, disciplinary, and termination methods, techniques, and objectives;
- Municipal budgeting processes, including formulating and implementation;
- Preparation and maintenance of documents, records, and logs;
- Operation of a personal computer and job-related software applications.
- State, local, and other applicable building, safety, and health codes and regulations;
- Federal (OSHA) regulations and City policies regarding safe work practices relating to use of heavy equipment, power tools, ladders and power lifts, and repair and maintenance materials.

Skill and Ability to:

- Direct the operations of the Water Pollution Control Department;
- Direct the operation, maintenance, and repair of wastewater treatment facilities and related equipment;
- Direct the operation of the pretreatment, laboratory and biosolids programs;
- Direct the implementation, administration and ongoing compliance of NPDES requirements for wastewater treatment, as well as related state and federal regulations.
- Hire, train, supervise, and evaluate the work of employees;
- Operate a personal computer, including programs and applications specific to the duties;
- Read and interpret technical manuals, blueprints, and diagrams;
- Maintain maintenance and operational records, logs, and documentation;
- Create and implement an annual budget, including monitoring spending for compliance;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Work independently and exercise initiative, with general guidance and supervision;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Use effective judgment to make sound and reasonable decisions and problem-solving skills in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;

- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED required;
- Bachelor's degree in biology, wastewater treatment, environmental sciences, engineering, or a related field is preferred;
- Class IV Wastewater Treatment License or Class IV Wastewater Collection Operator License is required;
- Five (5) years' experience in a wastewater treatment plant or in the wastewater collection system with NPDES Permit experience is required;
- Five (5) years' supervisory management experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials or manipulate tools, and reach with hands and arms; keyboard; and operate a motor vehicle or job-related equipment. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.