



SEWER DISTRICT POSITION DESCRIPTION

Position: WWTP Superintendent
Reports To: District Director
Group: WWTP Operations & Maintenance
Work Location: Primary Workplace – Indian Lake WWTP
Normal Workdays/Hours: 40 Hours/Week
Creation Date: 2/22/2020
Revision # 0
Revision Date: NA

Position Summary:

The WWTP Superintendent is primarily responsible for oversight of Sewer District's Wastewater Treatment Plants and direct supervision of the operational staff, assist the Director in the administrative duties of the District including capital projects, budgets, long-term planning and staff development. The WWTP Superintendent may be authorized to serve as the "Acting District Director" in the absence of the Director.

Job Dimensions:

The Logan County Sewer District Operations Group includes 3 subordinate positions including the Chief Operator and 2 Plant Operators. The treatment plants include the Indian Lake WWTP (Ohio EPA Class III) and the Flat Branch WWTP (Ohio EPA Class I). The WWTP Operations & Maintenance Group consists of the WWTP Superintendent, Chief Operator and two Operators.

Nature and Scope:

The WWTP Superintendent is a Senior Supervisor position that reports directly to the District Director. This position will frequently work with other governmental/regulatory offices including the Ohio EPA, Auditor's Office, County Prosecutor, County Engineer, and County Recorder's Office. Communicates and coordinates frequently with the District Administration Office, billing, ordering of supplies, purchasing and paying approved invoices.

The WWTP Superintendent meets with subordinate personnel to approve work schedules, assignments, and to review maintenance/operations activities and set goals and objectives. The WWTP Superintendent develops and enforces District work rules, assists the Director in evaluating staff performance and recommends discipline for employees.

The WWTP Superintendent is responsible for the Treatment Plant staff duties, performance and development. The number and types of positions may be altered as needed to meet District

objectives. Oversight of the Administrative staff is on an assigned basis as determined by the Director in his/her absence.

Major Responsibilities and Essential Functions of the WWTP Superintendent Include:

- Assign projects and allocate resources for WWTP staff.
- Address complaints/concerns raised by the District personnel, customers, and the general public.
- Review site plans for development to determine compliance with District Construction and Engineering Standards and determine impact to treatment plant processes and equipment.
- Assist the Director in the Development and Enforcement of the District's Sewer Use Rules & Regulations.
- Supervise District's Wastewater Treatment Plant personnel including recommending discipline of employees, in accordance with County and state law.
- Initiate, investigate, and implement operational improvements within the District's WWTPs.
- Prepare, or oversee the preparation of, reports and assembling related material for the District Director, Consultants and Regulatory Agencies...
- Meet with the District Director to review project status and District activities.
- Attend County Commissioner meetings as assigned by the Director and/or requested by the Commissioners; gives presentations to County Commissioners on legislation and project activities.
- Professional development of subordinate staff in job related duties and assignments.
- Promote a positive and effective work environment.
- Utilizing District staff and resources in a safe, productive and efficient manner.
- Assist in the development and administration of a Personnel Health & Safety Programs

Other Requirements

- Ability to work in all weather conditions.
- De-escalate stressful situations to foster positive outcomes for staff and customers.
- Ability to physically perform the functions of the position such as deploy & retrieve portable flow meters and samplers, remove and replace manhole lids, transport and set up portable pumps and generators, climb stairs/ladders, stand and sit for extended periods
- Ability to identify hazardous chemicals and potentially dangerous environments and/or conditions such as confined spaces and develop appropriate safeguards and procedures.
- Work and communicate well with coworkers, vendors, consultants, regulators, supervisor(s), elected officials and the general public.
- Normal or corrected hearing and vision capabilities and health within the limits set by the State of Ohio to issue a Commercial Driver's License.
- Develop, implement and enforce safety programs, rules and precautions throughout the District.
- Ability to read and interpret construction plans.
- Demonstrate ability and aptitude in construction, complex sewer systems, as well as other general plumbing, electrical and mechanics.
- Experience with SCADA system development, integration and use.
- Must be able to report to Indian Lake WWTP within 1 hour of notification to respond to emergency call outs.

Primary Objectives:

- Ensure that the District conforms to rules and regulations established by the EPA, OSHA, County Policies and other regulatory agencies.
- Develop and implement operational improvements within the District.
- Assist with the development and administration of the District's annual and long-term budgets.

- Integrate and use various specialized software and hardware in District Operations including:
 - Computerized Maintenance Management System (CMMS)
 - Flow/Rainfall/Sampling systems
 - Supervisory Control And Data Acquisition systems (SCADA)
- Assist in the development, implementation and enforcement of Safety Programs such as Confined Space, Lock Out/Tag Out, Fall Protection, Trenching/Shoring, Hazard Communication, etc...

Qualifications:

- High school diploma or GED.
- Must possess a minimum of an Ohio EPA Class II Wastewater Operator license and obtain an Ohio EPA Class III Wastewater Operators License or ability to obtain certifications within a time specified by the District Director, is required.
- May be required to obtain an Ohio EPA Class IV Wastewater Operators License within 24 months of eligibility.
- Must possess a valid state of Ohio Driver License at the time of hire.
- Possess and maintain a clean driving record that is acceptable to the District’s insurance provider and County requirements.
- Thorough knowledge of the principles and practices governing the operation, service, construction, and maintenance of publicly owned wastewater treatment processes.
- Proficient with the use of a Personal Computer and Microsoft Office programs including Word, Excel, PowerPoint, Outlook, etc...
- A minimum of two (2) years of supervisory experience in a Publicly Owned Utility or similar.

This position description may be amended at any time by the District Director and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow other instructions and perform any duties required by the employee’s supervisor or authorized designee. Failure to obtain or maintain a valid status on licenses, certifications or qualifications required may result in disciplinary action that could include demotion or termination.

 Brian Schultz
 LCWPCD Director

 Date:

 Date