

# **Wastewater Collection System Superintendent Position Description**

**POSITION:** Wastewater Superintendent

**REPORTS TO:** District Board

**SUPERVISES:** Collection System Operator(s) and Superintendent(s)

**STATUS:** Full-time, hourly, Monday – Friday, 8:00 am – 4:30 pm., and as assigned; possible evening and weekend on call duty, allowing for flexibility due to emergency situations, training commitments or other scheduled programs.

## **POSITION SUMMARY:**

The primary mission of all employees is to provide the Ben Davis Conservancy District with the most efficient and effective services possible. All employees are expected to conduct themselves in a courteous and professional manner. The Superintendent reports to and accepts assignments from the District Board. The Superintendent is responsible for all aspects of the wastewater collection system as well as compliance with all Federal, State and local regulations relating to the wastewater system.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The primary duty of the Superintendent is to assure the effective and efficient operation and maintenance of the wastewater collection system. The position includes, but is not limited to, the following responsibilities:

- Supervise the work of employees engaged in system operation and maintenance
- Oversee and schedule the training of field employees;
- Plan and oversee system operations and maintenance programs;
- Implement and enforce the District's operating policies and procedures;
- Prepare and coordinate day to day tasks and employee work schedules;
- Order and maintain required chemicals, equipment, parts and supplies;
- Conduct and evaluate studies on the efficiency of maintenance and repair methods;
- Oversee the administration of the Industrial Pretreatment Program, if applicable;
- Perform maintenance, housekeeping, repair, and related equipment upkeep;
- Perform tasks that involve physical labor or confined space operations such as cleaning, shoveling, washing, climbing etc.
- Operate power tools and equipment such as loaders and vactor trucks (non-CDL);
- Keep accurate logs and records;
- Monitor, inspect and maintain sewers for potential problems;
- Attend scheduled meetings, work overtime and respond to emergency situations as needed and as required;
- Maintain and update the District's computerized Facilities Management Program;
- Prepare maintenance and activity reports as needed or as requested by Management;
- Obtain quotes for maintenance and repair activities and oversee contractor work;
- Prepare scope of work and schedule needed repairs throughout the system;
- Prepare annual budget for maintenance and repair activities for Board consideration;
- Perform other duties as assigned.

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent required;
- Five (5) years' experience in wastewater collection systems required with three (3) years in supervisory position preferred.
- Class C Indiana driver's license required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Professional and reliable exercise of independent judgment in the oversight and operation of the wastewater collection system.
- Ability to lead and manage others professionally and effectively.
- Regular and punctual attendance and compliance with the District's Employee Handbook
- Knowledge of safe work practices relating to wastewater operations.
- Detailed understanding of mathematical formulas and calculations.
- Ability to accurately interpret flow metering data.
- Ability to read and interpret engineering drawings, maps, and exhibits.
- Must possess the ability to differentiate colors.
- Must be able to establish and maintain effective and cooperative relationships with management, fellow employees, consultants, contractors, civic groups, other municipalities, commercial entities, and the general public.
- Ability to prepare and maintain accurate records and reports.
- Ability to obtain continuing education credits or required certificates such as enclosed space entry.
- Knowledge & ability to use Microsoft Office, Outlook email, & the District's computerized maintenance and facilities management programs.

**PHYSICAL ACTIVITY REQUIREMENTS:**

- Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, seeing/observing, hearing/listening, and repetitive motions on a regular and recurring basis.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and up to 15 pounds of force constantly to move objects.
- Lifting: must be able to lift objects up to 50 lbs
- Must be able to work in cold weather and adverse conditions.

**DRUG TEST REQUIRED:**

The Ben Davis Conservancy District is a Drug Free Workplace. Therefore, a post offer, pre-employment drug screen may be required.

**EMPLOYEE SIGNATURE**

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position. I understand that this document does not create an employment contract, and the above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described.

EMPLOYEE \_\_\_\_\_

DATE \_\_\_\_\_

MANAGER \_\_\_\_\_

DATE \_\_\_\_\_

BOARD CHAIRMAN \_\_\_\_\_

DATE \_\_\_\_\_