

**CITY OF OWOSSO
JOB DESCRIPTION**

WASTEWATER TREATMENT ASSISTANT SUPERINTENDENT

Supervised By: Director of Public Services, Wastewater Treatment Plant (WWTP)
Superintendent

Supervises: All employees of a lower grade assigned to the WWTP department.

Position Summary:

Under the general direction of the Director of Public Services and WWTP Superintendent, assists in planning, coordinating and overseeing all aspects of the WWTP including laboratory testing and the maintenance and repair of equipment, buildings and facilities, lift stations and related pumps. Also assists in general administration tasks, personnel management, capital needs assessment, and policies and procedures development.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists in planning, coordinating and overseeing and participates in all aspects of the WWTP operations including personnel management, general administration, National Pollutant Discharge Elimination System permit compliance activities and capital needs assessment. Assists in developing, recommending, and implementing department policies and procedures, internal controls, and goals and objectives in accordance with departmental needs, City directives, and legal requirements.
2. Assists in all administrative duties, including payroll, purchasing, annual budget development, State of Michigan reporting submissions, standard operating procedure development and maintenance/implementation of overtime equalization system.
3. Participates in and recommends the hiring of departmental employees. May assign work, supervise personnel, evaluate performance, and oversee training and professional development. Recommend disciplinary action according to established procedures.
4. Assesses daily operations, recommends, and implements changes as necessary for improved efficiency. Recommends short- and long-range plans for the department. Assist in facilities and equipment management and recommends capital improvement projects.
5. Assists in capital needs assessment and participates in the purchase and maintenance of equipment, tools, and supplies. Assures an adequate supply of chemicals, maintenance materials and supplies are on hand at all times.
6. Participates in WWTP operations as operational needs demand and in accordance with labor contracts. Performs laboratory testing and participates in the maintenance and repair of equipment, buildings and facilities, lift stations and related pumps. Recommends or orders alterations in processes based on meter readings, lab analyses, and solids testing.
7. Assist in overseeing the work of contractors performing construction, repairs,

- maintenance, and other related services for the City. Assist in determining specifications, estimating costs, verifying time sheets, setting safety standards, and reviewing service invoices for accuracy.
8. Regularly inspects plant equipment, machinery, buildings, and facilities to determine immediate maintenance needs and long-range plans for major projects. Inputs data to plant maintenance and asset management software for work order and report generation. Recommends priorities and plans in accordance with City's goals.
 9. Assists with specification development, requests for proposals, and administering the purchasing process according to established procedures.
 10. Assists with maintaining safety standards, assuring adequate safety training and compliance, investigating accidents, and administering other safety requirements to reduce liability.
 11. Oversees laboratory analysis, inventory, data collection and records management. Compiles regular reports on operations, industrial pre-treatment, wastewater discharge and stormwater discharge.
 12. Assists the Industrial Pretreatment Program Coordinator with program development and implementation, including monitoring, inspection and enforcement activities.
 13. Attends meetings, conducts research, prepares reports, and completes special projects as assigned.
 14. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
 15. Act on behalf of the Superintendent when the Superintendent is unavailable, overseeing daily operations, resolving urgent matters and making executive decisions as necessary.
 16. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- High School graduate supplemented by vocational or technical training in environmental science, water treatment, civil engineering, chemistry, biology, or related subjects, plus five years of experience in the operation and maintenance of a WWTP and related facilities.
- Associate's or bachelor's degree preferred, supplemented by technical training in water treatment, civil engineering, chemistry, biology or related subjects.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- State of Michigan EGLE Class C wastewater treatment license, with the ability to obtain a Class B license within five years.

- Obtain State of Michigan EGLE Industrial Storm Water Operator Certification within two years.
- Knowledge of professional principles, practices, laws and regulations, and health guidelines of wastewater treatment plant operations and related administration.
- Knowledge of the practices, methods, materials, tools, and equipment utilized in plant facilities, related mechanical and electrical systems, and general operations management.
- Knowledge of the testing and chemical and physical processes involved in the testing of municipal wastewater.
- Knowledge of the safety issues, regulations, and procedures utilized in public utilities operations.
- Skill in managing multiple priorities and simultaneous projects, including planning, budgeting and executing multiple projects.
- Skill in the use of office equipment and technology, including computers and other related software, and the ability to master new technologies.
- Skill in conducting research, maintaining records, and preparing comprehensive and accurate reports according to accepted standards.
- Ability to train and supervise subordinate employees.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to analyze a variety of operating problems, and to make sound procedural recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.
- Ability to work safely.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or

in person, and move around the office to travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to work in the laboratory or plant areas supervising or completing hands-on operations and maintenance work, travel to various locations within the City, and work outside the office at field sites, including visiting construction sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with engineering projects and construction sites. The employee may occasionally lift and/or move more than 100 pounds. The employee may occasionally enter into confined spaces with limited ventilation.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the construction project sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, and moving mechanical parts. The noise level in the work environment is usually moderate to loud.