



Tuolumne Utilities District
Job Description
WASTEWATER SUPERINTENDENT

POSITION:	Wastewater Superintendent	DEPARTMENT:	Wastewater
REPORTS TO:	Operations Manager		
PAY RANGE:	48	DATE PREPARED:	April 2008
INCUMBENT:			

General Description:

Under direction of the Operations Manager, administratively oversees the operations and maintenance of the wastewater treatment facilities, including wastewater collection, treatment, disposal and reclamation systems; compiles operations data and prepares reports as required by regulatory agencies; and performs other related work as required.

Essential Functions: - *Essential responsibilities and duties may include, but are not limited to, the following:*

- Supervise, plan, organize, manage, review, and evaluate the treatment, regulation, and maintenance of all wastewater treatment, collection, pumping and distribution facilities to meet federal, state, and local government requirements and customer needs.
- Compile accumulated data and prepare annual and special reports as required by regulatory agencies.
- Assist in developing and directing the implementation of goals, objectives, and procedures for the department.
- Assist in the establishment and implementation of operating policies and procedures.
- Assist in developing and administering the annual department budget.
- Communicates with the Operations Manager regarding priorities and conflicts pertaining to technical and material requirements regarding activities on District facilities, equipment, and machinery.
- Insures compliance with District and governmental safety policies, procedures, and regulations.
- Evaluate the performance of subordinate personnel and prepare documentation; recommend discipline; develop an improvement plan for deficiencies.
- Resolves employee grievances and work disputes prior to formal grievance procedure.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- State and federal rules and regulations as they pertain to wastewater collection, treatment and disposal operations.

- Principles and methods of wastewater collection, treatment, and disposal.
- Procedures, materials and equipment used in the operation, maintenance and improvement of the wastewater collection, treatment, disposal and reclamation systems.
- Principles of supervision, training and effective personnel management.
- Rules and regulations pertaining to handling, storage, and disposal of hazardous and toxic materials and waste.

Ability to:

- Plan, organize, schedule, and supervise personnel directly and through subordinates.
- Establish and maintain effective working relationships with other superintendents, subordinates, the public, and other public and private agencies.
- Evaluate maintenance and operations issues, develop alternatives, and implement effective courses of action.
- Provide technical advice and recommendations on maintenance and operation activities.
- Plan, develop and administer an annual department budget.
- Prepare clear, accurate and complete records and reports and to meet required filing deadlines.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members, the public, other public agencies and contractors; ability to sit; stand; kneel; bend; squat; walk; climb and negotiate uneven terrain; ascend and descend steps, ladders and embankments; lift, push, pull and carry up to 50 lbs.; use hands and fingers to handle or feel objects and controls; and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outside: Drive a vehicle and perform tasks in a variety of weather conditions ranging from snow to 100 degrees+F; confined work space; heights, such as ladders; raw sewage.
- Inside: Work performed in a temperature-controlled environment.
- Fumes/Gasses: Exposure to various vapors from powder and liquid chemicals; dust from printing cartridges; gasoline fumes; strong, unpleasant odors.
- Noise/Vibration: Exposure to generators.

Other Requirements:

Education/Certification:

- High school diploma or general education degree (GED).
- Grade 4 Wastewater Plant Operator’s Certificate issued by the State Water Resources Control Board (State of California).
- Grade 4 Collections Certificate from the California Water Environment Association, or the ability to obtain within 12 months.
- Possession of a valid California driver’s license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Special Testing:

FIT Testing: Pass FIT test requirements of Respiratory Protection Program.

Experience:

Minimum of eight years experience, including two years in a lead position.

Work Hours:

7:00 a.m. to 3:30 p.m., Monday through Friday. Subject to change, as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required. Subject to call out during off work hours to assist plant operators to correct plant alarm conditions.

I agree to adhere to the requirements stated in this job description.			
_____	_____	_____	_____
Supervisor’s Signature	Date	Employee’s signature	Date
Approved by General Manager: Approval Date: ____ / ____ / ____			