



JOB DESCRIPTION

JOB TITLE: Wastewater Superintendent

FLSA: Non-exempt

DEPARTMENT: Utilities

GRADE: M2

REPORTS TO: Utilities Director

DATE: 1/17/2019

SUMMARY OF JOB PURPOSE:

Under general direction, manages, coordinates and directs the County's wastewater functions, including collections, treatment and reuse; provides oversight and expertise on difficult, complex and/or sensitive issues pertaining to wastewater operations.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; provides training and reviews work of assigned staff; prepares employee performance evaluations; participates in the interview and hiring process; organizes and assigns work, sets priorities, and follows-up to ensure completion of assigned work; ensures proper safety precautions are followed.
- Lends expertise to department in wastewater operations and systems; performs the work of wastewater technicians; troubleshoots problems; provides hands-on guidance and assistance.
- Reviews and analyzes data to maximize operational efficiency and regulatory compliance; proposes and implements process changes; prepares and submits regulatory reports.
- Monitors and interprets regulations and industry advancements.
- Maintains the Capital Improvement Program; performs plan review to ensure compliance with contract specifications and applicable laws, regulations, codes and standards; schedules projects.
- Performs administrative functions associated with leading a public utilities work group. These include maintaining accurate records; ordering parts, supplies and equipment; preparing estimates; preparing written reports and correspondence; and developing processes, policy and procedures.
- Communicates productively and facilitates cooperative working relationships with Utilities Department employees, other County departments, and other internal and external stakeholders; makes presentations before various boards, committees, regulatory and community groups.
- Serves as the technical liaison with respect to wastewater processes.
- Responds to emergency situations and must reside within a 30 minute response time to Dayton Valley Road.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



WASTEWATER SUPERINTENDENT

- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

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.

Education and Experience:

Two (2) years of college-level coursework in the physical or environmental sciences, engineering or a related field; AND three (3) years of experience in wastewater operations; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Employee supervision, including selection, review and evaluation, motivation, training and discipline.
- Program development and goal setting.
- Best practices for operating and maintaining wastewater collection, treatment and reuse systems.
- Laboratory sampling, testing and results evaluation.
- Budget development and administration.
- Applicable laws, codes and regulations.
- Methods and precautions in storing and handling hazardous chemicals.
- Software applications and programs related to wastewater operations.

Skill in:

- Using initiative and independent judgment within general policy guidelines.
- Identifying and resolving operational, technical and procedural problems.
- Recognizing unusual, inefficient or dangerous operating conditions.
- Setting priorities, coordinating multiple activities and meeting critical deadlines.
- Developing and implementing goals, objectives, policies, procedures, budgets and capital improvement plans.
- Developing and managing capital improvement plans and budgets.
- Establishing and maintaining effective working relationships
- Overseeing a broad-based plant operations, maintenance and repair program.
- Reading and interpreting specifications, plans, and contracts.
- Interpreting, applying and explaining complex policies, codes and regulations.



WASTEWATER SUPERINTENDENT

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Classification	Minimum Requirements
Wastewater Superintendent	Valid Nevada Driver's License Nevada Wastewater Treatment Operator, Grade III certification Within 15 days of employment: <ul style="list-style-type: none">• OSHA 30 certificate. Within 1 year of employment: <ul style="list-style-type: none">• Nevada Class A Driver's License

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical shop or related maintenance setting, including operating typical trade equipment, hand and power tools and standard office equipment, and to drive a motor vehicle to various work sites; stamina to stand, walk and climb and to work in confined, heights exceeding 10 feet or awkward spaces for an extended period of time; strength to lift and maneuver materials and equipment weighing up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to extreme weather conditions, sewage, hazardous chemicals, electrical currents, gases, dust and noxious odors. Work is subject to performance in wastewater and water facilities.