

MARSHALL MUNICIPAL UTILITIES

WASTEWATER TREATMENT PLANT

JOB DESCRIPTION

Revised 4/23

TITLE: Wastewater Treatment Plant Superintendent

CLASSIFICATION: Exempt

PAY RANGE: Salaried

JOB LOCATION: Wastewater Treatment Plant - Watermill Road

NORMAL WORK SCHEDULE: 7:00 a.m. to 4:00 p.m., Monday-Friday. Includes after-hours and weekend duty during emergencies, for meetings, and as necessary to accomplish priority work.

BASIC DESCRIPTION OF WORK: Supervises the operation and maintenance of the Wastewater Treatment Plant assuring the safe and proper treatment of wastewater at all times.

This job requires the following education and/or experience:

- High School graduate or equivalent

- Some college training desirable

- Ten years experience in wastewater treatment operations with a working knowledge of the activated sludge process

This job requires the following,

(1) at the time of hire:

- a. Valid Missouri class A wastewater treatment operator certificate of competency

- b. Valid Missouri Class B Commercial Driver's License

- c. Telephone (landline at residence or cellular)

(2) obtained on the job:

- a. Residency within or in close proximity to Marshall

PRIMARY DUTIES OF JOB: Oversees the work functions, morale, planning, training, scheduling and progress of all employees of the Wastewater Treatment Plant. Keeps abreast of current policies, laws and regulations concerning the treatment of wastewater and institutes necessary actions to keep operations within compliance. Monitors the testing of wastewater to determine treatment efficiency at the wastewater and pretreatment facilities and prepares and files reports on these facilities. Assigns specific duties to personnel. Troubleshoots equipment failures. Provides instruction on procedures used in plant operation. Prepares applications for environmental licenses and permits for utility projects and facilities. Manages the land application program to ensure environmental compliance. Provides customer and industrial consultation, prepares long-range plans including budgets; writes certain business correspondence; plans projects, estimates job costs, specifies materials and coordinates use of supplies, manpower and equipment as needed to complete projects. Plans, purchases and coordinates supplies and equipment needs with warehouse personnel. Evaluates employee performance and takes disciplinary action as necessary. Enforces safety rules.

SECONDARY DUTIES OF JOB: Files government reports and maintains Wastewater Treatment Plant records. Represents the Utilities at meetings regarding wastewater treatment matters. May be assigned work in conjunction with other departments. May be assigned to act as the Utility liaison with outside consultants working on wastewater projects. May assume other duties as assigned.

To do this job you must be able to:

- Function with rapport regarding suppliers, engineers, contractors, the general public, employees of MMU and management
- Communicate effectively, in English, verbally in person and by telephone/radio, and through written material including correspondence, policy statements and agreements
- Read and understand maps and blueprints
- Inspect accuracy of installation of various metering devices and other electrical equipment and troubleshoot same
- Visually read accurately graphs, maps, data from meters/counters, instruments, charts and screens
- Apply basic math skills such as averages, greater than, less than
- Wear personal protective equipment including hard hat, eye protection, ear protection, respirator, and self-contained breathing apparatus
- Instruct employees in the safe and proper use and care of equipment and tools
- Project a positive image of MMU at meetings
- Operate, understand and manipulate computer files
- Operate a vehicle with frequent in and out
- Turn switches on/off
- Push buttons
- Work safely alone and with others in a compatible manner

PHYSICAL DEMANDS:

- 1) Walk, climb and descend ladders and stairs
- 2) Lift moderate weights (30-50 lbs.)
- 3) Work in confined spaces and heights
- 4) Walk long distances over uneven ground
- 5) Squat, kneel, bend, and reach overhead
- 6) Climb in and out of deep ditches, pits, vaults, etc.
- 4) Travel by automobile and public transportation to meetings at various locations.

ENVIRONMENTAL CONDITIONS: Must be able to work in and withstand adverse weather and unfavorable conditions (hot, cold, muddy, wet, dusty and greasy).

SUPERVISION RECEIVED: Works under the general supervision of the General Manager or others as assigned.

SUPERVISION GIVEN: Supervises all Wastewater Treatment Plant personnel. Oversees work done by outside contractors.