

WASTEWATER TREATMENT PLANT SUPERINTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This position has supervisory responsibility for the complete and actual operation of a Wastewater Treatment Plant. The incumbent also directs and oversees both the maintenance and repair of the wastewater treatment plant. In addition, this position involves the monitoring and control of industrial wastewater discharges. The incumbent has overall responsibility for maintaining applicable Federal and State wastewater, biosolids and industrial pretreatment standards. The work is performed under the general direction of the Village Manager, with wide leeway allowed for the use of independent judgment. Supervision is exercised over all subordinate wastewater treatment plant operators, mechanics, and laborers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the operation and maintenance of a wastewater treatment plant;

Schedules and assigns work and shift duties;

Oversees plant testing and control policies and procedures;

Oversees sludge handling;

Oversees compost production;

Maintains inventory of equipment, supplies and materials as well as purchase requisitions;

Assists in the preparation of the wastewater treatment plant budget;

Inspects wastewater treatment plant, equipment and machinery, directing and overseeing all maintenance and repairs;

Responds to public inquires and complaints;

Responsible for fulfilling all New York State Department of Environmental Conservation permit requirements;

Performs, assists, and oversees the sampling and collection and analysis of samples for wastewater, groundwaters, surface waters, sludges, and industrial wastes, using USEPA approved methods for chemical, biochemical, and biological analysis;

Reviews analysis results of all sampling, including industrial wastes;

Develops, receives, and reviews compliance schedules;

Ensures compliance with applicable federal and state regulations, including the preparation and submission of required reports and associated documents;

Carries out supervisory responsibility in accordance with municipality policies, procedures, and applicable laws, including participating in the hiring process, training in

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job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing work;

Determines applicability of USEPA Categorical standards to local industrial dischargers;

Receives notification of slug loads or accident spills and takes appropriate action;

Prepares documents for public notification and participation;

Reviews Discharge Permit applications and ascertains discharge conditions;

Updates Industrial Chemical Surveys on a regular basis;

Conducts Headworks Analysis and related studies and make recommends changes to the Sewer Use Ordinance;

Maintains proper records and assists in the completion of required reports for the Wastewater Treatment facility;

Meets with industrial personnel to explain federal regulations;

Assists in the development and implementation of the user charge system;

Develops and maintains discharge permits for industrial discharges;

Formulates and conducts industrial monitoring and inspection tasks;

Reviews Industrial Users' Self-Monitoring Reports;

Investigates instances of non-compliance of discharge of regulated elements at the source.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation and maintenance of modern wastewater treatment plants, pumping stations, and other related facilities;

Thorough knowledge of all Industrial Pretreatment, NELAC Compliance, State Pollution Discharge Elimination System (SPDES) permitting, solids handling and disposal Regulations, and Industrial Pretreatment;

Thorough knowledge of chemistry and wastewater treatment processes;

Ability to interpret, apply, establish, implement rules, regulations, policies, and procedures;

Ability to sample and analyze a variety of environmental samples, including industrial wastes;

Ability to monitor laboratory equipment and oversee purchase and installation of new equipment and instrumentation;

Ability to enforce all applicable industrial pretreatment

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standards;
Ability to write reports, correspondence, and procedure manuals;
Ability to communicate effectively, both orally and in writing;
Ability to read, understand and interpret technical documents;
Ability to supervise subordinates;
Strong management skills.

MINIMUM QUALIFICATIONS:

Possession of the required Wastewater Treatment Plant Operator certificate as issued by the New York State Department of Environmental Conservation, appropriate to the plant, at time of appointment **AND** six years of progressively responsible experience in wastewater treatment operations and maintenance, two of which included supervisory responsibility.

NOTES:

A) Incumbents in this position may be required to be on call/respond to emergencies on weekends, evenings and holidays;
AND

B) Incumbents in this position may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease, irritating chemicals, and occasional cold or inclement weather; AND

C) Work requires the use of protective devices such as masks, goggles, and gloves.