

WASTE WATER TREATMENT PLANT SUPERINTENDENT

SUMMARY: Under limited direction, supervises and directs the safe, efficient operation of the City's Wastewater Plant ensuring compliance with all environmental, health and safety regulations; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are not in any hierarchical order)*

1. Interviews, trains, motivate, assigns and evaluates work, and disciplines employees according to established City procedures. Conducts performance appraisals.
2. Plans, directs, controls and supervises general operation and maintenance of the water treatment plant.
3. Supervise employee safety program through inspection and corrective action.
4. Ensures safe, effective operation of plant facilities.
5. Conducts frequent and periodic inspections of plant to detect malfunctions, initiates corrective action.
6. Establishes operational schedules, ensures that building, grounds and equipment are operating properly.
7. Formulates process control strategies
8. Reviews records, reports, and related documentation.
9. Coordinates and supervises the operations for facilities and structures under charge to ensure compliance with regulatory permitting standards. Reviews plans for plant upgrades, meets with consultants and contractors.
10. Responds to requests, inquiries and complaints.
11. Monitors and controls accounting and expenditures for the Waste Water Treatment Plant to ensure compliance with established and projected budget.
12. Gives monthly presentations to ECR Entity Board.
13. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal and state laws, statutes, rules, regulations, and ordinances related to operations of wastewater plants.
- Knowledge of wastewater processing plant operation, maintenance and repair.
- Knowledge of supervision and administrative practices and procedures.
- Knowledge of budget preparation, monitoring and administration.
- Skill in assigning, reviewing and evaluating work.
- Skill in analyzing technical data and troubleshooting problems.
- Skill in detecting mechanical and operational problems.
- Ability to utilize effective written and verbal communication for presentations, training, and consensus building.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves supervising or performing work in all types of weather. Work involves long hours with exposure to loud noises, chemicals, toxic fumes, air and waterborne pathogens, and mechanical equipment during the inspection of facilities and equipment, with the ability to detect mechanical or operational problems. There is frequent need to stand, stoop, walk, sit, climb in high areas and on catwalks, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

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MINIMUM QUALIFICATIONS: Associate's degree from an accredited vocational/technical school with studies in Wastewater Technology or related field, and five (5) years of related experience in wastewater plant operations, including two (2) years of lead or supervisory experience, or any equivalent combination of training and experience. A State of Florida Wastewater Operators license Class A, is required. A valid Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.