

WATER RECLAMATION PLANT SUPERINTENDENT

JOB DESCRIPTION

Classification Responsibilities: A Water Reclamation Plant Superintendent is responsible for planning, directing, organizing, supervising, and controlling the plant operations, maintenance, and related plant functions of the City's three water reclamation plants. The incumbent is responsible for ensuring continuous staffing at multiple facilities 24 hours a day, seven days a week, and supervising the work of assigned subordinates responsible for the day-to-day operations of each plant (including, but not limited to: Water Resources Plant Supervisors responsible for operations and maintenance). This employee is responsible for reviewing federal Environmental Protection Agency (EPA), county, and Arizona Department of Environmental Quality (ADEQ) regulations to ensure compliance with rules as they relate to operations, maintenance, and major construction projects; maintaining a safe working environment that complies with federal, state, and City guidelines; and a hazardous materials management plan. A Water Reclamation Plant Superintendent has responsibility for preparing and administering the annual Operations and Maintenance (O&M) budget for all three facilities (including wages, staffing, supplies, capital expenditures, chemicals usage, chemical costs, power costs, improvement projects, and equipment repair/replacement costs); preparing specifications for annual bids for a variety of commodities (such as treatment chemicals), services, and equipment; and preparing an annual eight year capital forecast of new and rehabilitation projects and equipment purchases. Other duties include: reviewing ongoing treatment plant construction plans and specifications; representing the unit or department in meetings; making presentations to City Management or City Council; facilitating public relations activities for various groups; and responding to odor complaints for the water reclamation plants and surrounding areas by regularly monitoring and overseeing odor control systems. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The job hazards of this class may include exposure to raw sewage, toxic chemicals such as chlorine, hydrogen sulfide, and methane gas, and occasionally working in adverse weather conditions. The employee is given considerable latitude for independent judgment and decision-making in order to ensure compliance with federal and state water quality standards. This class is supervised by the Water Resources Assistant Director who reviews work through weekly, monthly, and quarterly reports, conferences, and overall results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Sanitary Engineering, Environmental Engineering, Chemical Engineering, Civil Engineering, Chemistry, Biology, Microbiology, or a related field. Extensive (5+ years) professional-level experience at an advanced, large (at least 8 mgd) wastewater treatment facility, including three years as a plant manager or supervisor.

Special Requirements. Must possess a Grade IV Wastewater Treatment Plant Operator certification from the ADEQ, or equivalent from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within three months of hire or promotion. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Three years of experience with advanced treatment at a large wastewater treatment plant, similar in complexity to the City of Mesa, and in a position equivalent to the City of Mesa's Plant Superintendent position, which oversees operations, maintenance, and regulatory compliance functions. Experience with advanced computerized systems, such as Supervisory Controls and Data Acquisition (SCADA).

ESSENTIAL FUNCTIONS

Communication: Verbal and written communication with the general public, other City employees, vendors, management, contractors, engineers, and consultants to provide technical information, review water reclamation-related material, and maintain effluent standards. Communicates with regulatory agencies to ensure compliance with applicable regulations. Instructs staff or other water reclamation professionals regarding safety topics and other treatment-related information (such as, but not limited to: recent trends in the wastewater industry, and new or revised testing procedures and devices). Prepares monthly reports regarding financial, operational, maintenance, safety, and regulatory status of all three water reclamation facilities and submits to the Water Resources Assistant Director for review. Responds to odor complaints related to the water reclamation plants and surrounding areas.

Manual/Physical: Reviews the work product of others to ensure compliance with standard operating procedures, federal regulations (including Occupational Safety Health Act [OSHA] and EPA), and applicable state and local requirements. Inspects plants to verify facilities are maintained properly and operating at maximum efficiency, and that water reclamation operations are efficient and economical. Operates a personal computer (PC) to prepare complex narrative and statistical reports in chart and graph formats for management (such as, but not limited to: plant operations, water quality, chemical usage, pump efficiency, equipment replacement, and repair needs), to access information for tracking or monitoring, and to input highly technical as well as budgetary data. Researches and evaluates requirements for commodities, services, personnel, and training needs. Operates a motor vehicle requiring a standard Arizona Driver's License to drive between water reclamation plants and complete job assignments.

Mental: Prepares and develops plant training, safety, and operational procedures. Conducts research or analyzes data, such as: water quality data, chemical cost data, production data, chemical use data, sludge volume, etc., to determine equipment needs, process modifications, reduce sludge production, and related items to reduce costs. Reviews and interprets engineering plans and specifications, schematic drawings, layouts, and mechanical drawings to review expansion of plants, comprehend system functions, and make recommendations to design engineers. Determines emergency contingency plans to

ensure continued operation of plants due to problems with equipment, poor water quality, loss of power, or extreme weather conditions.

Knowledge and Abilities:

Knowledge of:

materials, methods, practices, and equipment used in wastewater systems operations, construction, maintenance, and repair activities;
elements of construction technology and civil engineering as related to the assigned responsibilities;
wastewater treatment processes including chemical treatments (including hydrogen sulfide control practices), filtration, and standard methods of sampling and analysis of wastewater;
functions and operation of a SCADA system;
methods and practices used in sludge treatment;
applicable federal, state, county, and City regulatory standards, rules, policies, and laws pertaining to reclaimed water;
principles of supervision, training, and performance evaluation; and
principles and practices of budget preparation, administration, and expenditure monitoring.

Ability to:

operate a PC, on-line plant system, and specialized software for preparing oral and written reports of a technical and non-technical nature;
review and interpret drawings, specifications, sketches, penciled layouts, engineering plans and specifications, statistical data, and reports related to water reclamation facilities;
identify design needs and determine if engineering designs meet facility needs and if specifications meet expectations;
calculate statistical data to evaluate plant processes and laboratory data;
read and interpret federal, state, and City guidelines and technical requirements, including issues with water quality liability and emergency plans;
assist in the investigation of work-related accidents and implement safe work procedures;
establish and maintain effective working relationships with management, subordinates, representatives from other City departments, professional organizations, outside agencies and the general public; and
manage multiple priorities with frequent short-term deadlines.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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INCREMENTS 62-200

PAY GRADE: 58

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