

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: Wastewater Superintendent

BAND	SALARY GRADE	
D	218	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Wastewater	Public Works Director	Exempt
REVISION DATE: July 2009		

GENERAL PURPOSE

Planning, development, and supervision of the overall maintenance and operation of the City’s sewer and storm drainage system, wastewater treatment plants and collection facilities; and reclaimed water recharge; determines means or processes of achieving the objectives, standards or guidelines established by Public Works Director. Plans, coordinates, manages, and implements capital improvement projects and resources to ensure compliance with all state federal, county, and local regulations.

SUPERVISION RECEIVED

Work is performed independently under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Exercises close supervision over assigned maintenance workers and equipment operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, schedules and implements construction, maintenance, and operation and construction activities designed to provide quality sewer and drainage service for the city; oversees construction and maintenance work to determine acceptability and conformance to standards.
2. Trains, supervises and develops assigned staff by writing and reviewing performance appraisals, preparing work schedules, providing training, technical assistance, and leadership, conducting meetings, and participating in the employee hiring process.
3. Complies with, trains staff in, and promotes safe working practices and standard operating procedures in the division. Inspects the infrastructure for safety violations, ensures that safety procedures are followed and that safety equipment is worn, and makes periodic safety presentations to staff.
4. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Continuously monitors operations and maintenance of wastewater facilities to insure systems are maintained and operating in a cost-efficient and safe manner in accordance with manufactures recommendations and the applicable regulatory agencies.
5. Supervises the control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of wastewater facilities and equipment.
6. Maintains a variety of records relating to personnel, equipment, supplies, and operations by maintaining

such reports and records in accordance with required records retention schedules.

7. Advises Supervisor, Attorney, Engineer and other city officials in matters relating to department activities; provides information to various civic, school and public groups and individuals regarding wastewater problems and services.
8. Insures that all necessary materials, supplies and equipment are available by maintaining an inventory of parts and materials and obtaining necessary parts, tools and supplies from the store room.
9. Supervises the location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation and informs crew of such locations.
10. Responds to complaints regarding wastewater issues and determines if liability lies with the city or the property owner; explains findings to property owners and notifies appropriate staff and agencies if necessary.
11. Develops department operating and capital improvement budget and controls expenditures, continuously monitors and adjusts budgets and operations to comply with regulatory requirements while staying within established budgets.
12. Monitors changes in laws, regulations, and technology that may affect division operations; and implements changes to policies and procedures after approval and submittal.
13. Works with management staff, consultants, and regulatory agencies, in the preparation of bid processes, writing and presenting projects to City Council, and conducting project inspections until completion.

PERIPHERAL DUTIES

1. Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.
2. Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and,
- (B) Seven (7) years of experience relating to the construction, repair and maintenance of sewer or storm drainage systems including the operation of related maintenance equipment.
- (C) AA degree or higher preferred in wastewater management or related field.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater systems, reclaim systems, storm drainage systems, and street systems; Thorough knowledge of pipe installation, connection and repair; Knowledge in federal, state, county, and municipal regulations governing the operation of wastewater facilities.
- (B) Skill in operation of the necessary motorized vehicles, equipment, common hand and power tools needed in operation and maintenance of wastewater systems.
- (C) Ability to guide, direct, train, evaluate, and motivate employees; Ability to plan, organize and direct the

work of the division; operate and maintain various equipment used in wastewater systems; Ability to prepare work plans and program budget; Ability to prepare and maintain reports and records; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

- (A) Valid State Driver's license
- (B) Certification as a Water/Wastewater Treatment Plant Operator III.

TOOLS AND EQUIPMENT USED

Motor vehicle, generator, pumps, hydro machine, gauge, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, calculator, and a variety of lab equipment.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is frequently exposed to toxic or caustic chemicals.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.