

DEPARTMENT: NORTH TONAWANDA WASTEWATER/WATER
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 19, 2015

SUPERINTENDENT OF WASTEWATER/WATER
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the planning, direction and supervision of the operation and maintenance of a wastewater treatment facility with an other than activated sludge process plant; a water treatment facility and pumping station equipment; the Industrial Pretreatment Program; and the Waste Hauler Discharge System. The Superintendent performs a broad range of administrative, supervisory and technical duties in carrying out his assigned responsibility. The work is performed under the general direction of the Mayor and Common Council with considerable latitude given for the exercise of independent judgment in carrying out assignments and dealing with emergency situations. The work is reviewed through conferences and reports. Supervision is exercised over all plant operation, maintenance and laboratory personnel. Administrative supervision is exercised over a wide variety of water treatment plant operations, maintenance, purification and business management activities.. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, directs and supervises the operation and maintenance of a wastewater treatment facility, a water treatment facility, and pumping station equipment in compliance with regulations to ensure the most efficient and economical use of personnel, equipment and supplies;
2. Supervises the City's Industrial Pre-Treatment Program, including issuing permits, inspecting, monitoring and issuing reports;
3. Supervises the Waste Hauler Discharge System, including issuing permits, monitoring, inspecting, reviewing and billing of outside waste haulers;
4. Develops budget requests, directs the maintenance of budget control and monitors plant expenditures;
5. Maintains accurate records and prepares periodic reports on plant operation and maintenance and directs the preparation and maintenance of a variety of activity, cost analysis, personnel, financial, statistical, and related records and reports;
7. Prepares specifications and recommends the purchase of equipment, machinery, materials, tools, chemicals and other supplies;
8. Attends meetings and conferences to recommend improved procedures and to assist in formulating policy;
9. Provides information for local, State and Federal officials and regulatory agencies, and plant compliance with the State Pollutant Discharge Elimination System (SPDES) permit requirements;
12. Oversees the assignment of plant personnel to work shifts;
13. Supervises the orientation and training of new employees;
14. Plans and directs the construction of new water system installations, and the reconstruction and maintenance of existing water system services and operating facilities;
15. Plans and coordinates water system projects and programs as they relate to other city and public and private activities and functions;
16. Analyzes industrial and population trends, building activity and potential fire protection needs in planning for the present and future water supply;
17. Reviews and adjusts complaints regarding water system activities and projects;
18. Collaborates with the Superintendent of the Department of Public Works to ensure that water and sewer distribution lines and system are maintained in accordance with regulations.

CONTINUED

SUPERINTENDENT OF WASTEWATER/WATER (North Tonawanda) - CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a wastewater treatment facility with an other than activated sludge process plant; thorough knowledge of the operations of a modern wastewater treatment plant; good knowledge of the principles and application of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; thorough knowledge of current developments in the general principles and practices of the operation and maintenance of a municipal water treatment plant; good knowledge of federal, state and local laws and regulations relating to municipal water system activities; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment, routine laboratory and field tests for control of plant operation, an industrial pre-treatment program, a waste hauler discharge program, and the operation and maintenance of a municipal water treatment plant; ability to analyze business, population, water resource and related trends, to plan for present and future water supply; arrive at logical conclusions and present facts and findings clearly and concisely; ability to exercise sound judgment in the solution of difficult or unusual administrative problems relating to the operation and maintenance of a water treatment plant; ability to plan and supervise the work of subordinates; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL QUALIFICATIONS:

One (1) year of permanent competitive status as a Chief Wastewater Treatment Plant Operator, Senior Water Treatment Plant Operator, or Sanitary Chemist in the City of North Tonawanda immediately preceding the date of written examination.

OPEN COMPETITIVE:

Five (5) years of experience in the operation, maintenance, construction, repair and/or inspection of a municipal water or wastewater system or facility, two (2) of which must have been in a first-line supervisory capacity.