

Job Description City of Panora

Title: Water/Wastewater Superintendent

FLSA: Non-Exempt

Job Summary:

Under the general direction of the City Administrator, the Water / Wastewater Superintendent directs the operation and maintenance of the City's water, and wastewater treatment plant. The superintendent is responsible for general maintenance, cleanliness, special projects, and general work activities of the City's water and wastewater plants and systems, including water towers and lagoons. The superintendent ensures that the water and wastewater plants and systems meet State, E.P.A., and D.N.R. guidelines and provides for emergency maintenance needs outside of normal business hours. The incumbent monitors all work done on plant systems and public areas as affected.

Minimum Qualifications:

1. High school diploma or equivalent. A minimum of some college is preferred.
2. Possession of the Certifications of Grade 3 Water Treatment and Grade 2 Wastewater Lagoon Treatment.
3. Must possess a valid Iowa driver's license and Commercial Driver's License.
4. Possession and maintenance of C.P.R., AED and First Aid certifications.

Essential Functions:

1. Serves as working supervisor by directing and participating in the daily activities of subordinates in all divisions of water plant operations.
2. Prepare and submit the annual department budget in accord with the current procedures for doing such and monitor expenditures and revenues throughout the year.
3. Purchases commodities and services in accord with the current City purchasing policy.
4. Sets up daily work schedules for water plant operations employees, and determines manpower, equipment and material needs.
5. Operates and maintains Water Treatment Plant, grounds, and towers.
6. Operates and maintains all of the Water Treatment facility related equipment, including safety equipment.
7. Perform all sampling, testing and reporting requirements as directed by the Iowa Department of Natural Resources and the Environmental Protection Agency including the Annual Consumer's Confidence Report.
8. Maintain knowledge of applicable new local, state, and federal laws, mandates, and regulations, policies, and procedures and contemporary public works trends and initiatives.
9. Maintain records of projects, maintenance, lab tests, and operational statistics of water and wastewater plants.
10. Perform quality control tests on lab equipment and perform lab analysis.
11. Contain and dispose of hazardous wastes generated by the lab.
12. Maintain the drawings and schematics of electrical and other systems in the plants.
13. Collect and analyze samples and identify concentrations of chemical, physical, or biological characteristics of water or wastewater required in accordance with local, state,

- and federal clean water requirements. Monitor water quality and turbidity. Test water samples for plant efficiency.
14. Calibrate instrumentation and control equipment including recorder, flowmeters, and other water or wastewater monitoring equipment.
 15. Monitor condition of and maintain and repair the City's water and wastewater treatment plants, including gauges, pumps, tanks, towers, filters, chemical feed systems, sewage lagoons, grounds, and equipment. Perform preventative maintenance.
 16. Perform custodial duties to maintain the cleanliness of the City's water and wastewater facilities. Clean tanks, pits, buildings, pumps, distributor arms, and other equipment.
 17. Perform minor mechanical repairs to City equipment and buildings facilities.
 18. Inspect problem areas to determine the nature of work required.
 19. Ensure compliance with OSHA standards and the City's Safety Program.
 20. Assist in the activities of City workers during City celebrations and other approved activities and special events, including activities related to setting traffic cones, setting barricades, and placing trash receptacles.
 21. Attend appropriate City Council and council committee meetings as requested.
 22. Assists other City departments as directed. This may include: operating trucks, tractors, loaders, backhoes, mowers and street sweeper to construct, maintain and/or repair streets; performing manual labor in the repair and construction of streets and other facilities; performing routine maintenance and repairs on equipment; and, performing construction or repairs on buildings, fences and other facilities, as needed.
 23. Perform other duties as directed by the City Administrator

Knowledge, Skills, and Abilities:

1. Knowledge of principles and procedures involved in water treatment and wastewater treatment.
2. Knowledge of equipment, facilities, and materials used in water and wastewater treatment plants and systems and their maintenance.
3. Knowledge of laboratory procedures and practices, specifically sample testing methods.
4. Knowledge of and ability to perform process control calculations.
5. Knowledge of and ability to understand and apply relevant local, state, and federal regulations regarding water and wastewater treatment.
6. Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
7. Knowledge of occupational hazards and safety precautions associated with the operation of the water and wastewater treatment plants, tools, and equipment.
8. Ability to read and understand City maps and drawings for infrastructure locations as well as be able to draft maps and sketches.
9. Ability to effectively communicate verbally and in writing.
10. Ability to establish and maintain positive, professional working relationships with staff, contractors, and vendors.
11. Ability to use contemporary technology, including computers, telephones, social media, and software management programs.
12. Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time, and be flexible.

13. Ability to work independently and exercise sound judgment.
14. Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
15. Ability to manage self and organize daily work and special projects effectively.

Work Environment/Frequent Physical Demands:

The physical demands described herein 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 a qualifying disability to perform the essential functions.

1. The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
2. Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
3. Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 30-50 pounds.
4. Use hands frequently to finger, handle, or feel objects, tools or controls.
5. Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
6. The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
7. Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
8. Requires clerical, forms, numerical, and verbal perception.
9. Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind snow, heat or cold.
10. Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (30-50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
11. Employee may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
12. Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

Peripheral Duties:

Attend seminars, professional/district meetings, and workshops related to water and wastewater treatment, to keep apprised of developments/changes in municipal government.

DISCLAIMER CLAUSE

I have carefully read and understand the contents of this position description. I understand all duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary for successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position. The City reserves the right to change or reassign job duties or combine positions at any time. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The City of Panora is an Equal Opportunity Employer.