JOB DESCRIPTION
CITY OF JOPLIN
WASTEWATER PLANT SUPERINTENDENT

TITLE: ASSISTANT WASTEWATER PLANT SUPERINTENDENT

DEPARTMENT: PUBLIC WORKS

DESCRIPTION:

Under limited supervision, plans, coordinates, and directs the operation and maintenance of the City of Joplin's wastewater treatment facilities.

GENERAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS TITLE. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- Attendance and dependability. Must maintain confidentiality.

GENERAL TASKS AND RESPONSIBILITIES:

WHILE FOLLOWING TASKS ARE NECESSARY FOR THIS POSITION, THEY ARE NOT AN ESSENTIAL PART OF THE DUTIES OF THIS POSITION AND MAY ALSO BE PERFORMED BY OTHER EMPLOYEES.

- Plans, establishes priorities, assigns, and inspects the work of subordinate staff to ensure safe and efficient operation of the City's wastewater treatment plants and compliance with State and Federal regulations.
- Assists in Monitors and evaluates job performance.
- Assists in Providing on-the-job training.
- Assists in Preparing and monitoring budget; reviews purchase orders; conducts organizational planning, including estimating staff, equipment, and material requirements; maintains inventory of materials and supplies needed.
- Assists in Oversight of the maintenance and repair of the City's wastewater treatment plant facilities and equipment, including wastewater lift station equipment and wastewater treatment facilities and equipment.
- Assists in Direction general building maintenance and repair work necessary for efficient effective treatment plant operation; supervises contracted maintenance/repair work; directs the recording of test results and flow volumes for various state and Federal reports.
- Assists in Determining permit fee rates for issuance of industrial/manufacturing discharge permits by analyzing Division Operating and Maintenance costs.
- Assists in Planning major construction projects, including projecting operating costs and projecting personnel, materials, and equipment needed to ensure adequate facilities exist for the efficient effective treatment of wastewater in the future.
- Assists in Preparing periodic reports of wastewater treatment activities for State and Federal environmental protection agencies.

OTHER TASKS, DUTIES AND RESPONSIBILITIES:

- The duties and responsibilities listed in this job description shall not to be construed as an exclusive or all inclusive list of the duties associated with this position.
- The immediate supervisor or higher authorities may on occasion assign other duties which are not specifically listed in this job description, provided the employee is qualified and certified/licensed to perform these additional functions.

GENERAL PHYSICAL REQUIREMENTS:

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Skill in establishing and maintaining effective working relationships with a variety of environmental protection officials, business owners/officials, other city management staff, and the public.

MATHEMATICAL ABILITY

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Knowledge of general management principles and practices, including program/project planning and evaluation, budgeting, and employee training and supervision.
- Knowledge of the general principles and practices of wastewater treatment.
- Knowledge of State and Federal regulations, standards, and criteria regarding the discharge of effluent.
- Knowledge of State and Federal regulations, standards, and guidelines regarding wastewater treatment and treatment plant operations.
- Knowledge of the procedures and techniques for maintaining and repairing a variety of pumps and control devices used in wastewater treatment operations/facilities.
- Knowledge of State and Federal recordkeeping and reporting requirements for wastewater treatment plant operations.
- Knowledge of general building/grounds maintenance and repair practices.

PHYSICAL REQUIREMENTS

- Requires high levels of sitting and standing; must be mobile to such a degree that allows efficient and effective job related movement such as moving around a work area or building to perform essential job functions.
- Requires color and depth perception; low levels of twisting and bending; must have degree of manual dexterity sufficient to operate common office equipment such as computers, typewriters, copiers, FAX machines, and telephones.

ENVIRONMENTAL ADAPTABILITY

- Skill in planning, organizing, and directing the activities of a municipal wastewater treatment operation.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in reviewing and evaluating the work of subordinate staff to ensure that established wastewater treatment standards are met.
- Skill in identifying employee training needs and developing/coordinating programs and activities to improve performance.
- Skill in maintaining records and preparing reports.
- Skill in operating, maintaining, and repairing wastewater treatment plant equipment.

GENERAL QUALIFICATIONS:

- A Bachelor's degree in Biology, Environmental Science or a closely related field of study, or fifteen full time years of experience in a closely related area of wastewater treatment plant operations, at least ten years of which must have been as a supervisor or foreman.
- Must possess a Missouri Class A Wastewater License.
- Must possess a valid driver's license and be able to successfully complete a thorough background check, and successfully complete a physical exam and drug test.

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Employee Name (Please Print) Date

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Employee Name (Signature)