Job Description

Job Title:	Assistant Wastewater Plant Superintendent	Classification:	Classified
Department:	Public Works	Grade:	310
Occupational Group:	Plant Operations	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

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

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. 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.
2. 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.
3. Assists in providing direction of general building maintenance and repair work necessary for efficient and effective treatment plant operations; supervises contracted maintenance/repair work; directs recording of test results and flow volumes for various State and Federal reports.
4. Assists in determining permit fee rates for issuance of industrial/manufacturing discharge permits by analyzing division operating and maintenance costs.
5. Assists in planning major construction projects, including projecting operating costs, personnel, materials, and equipment needed to ensure adequate facilities exist for the efficient and effective treatment of wastewater.
6. Assists in preparing periodic reports of wastewater treatment activities for State and Federal environmental protection agencies.
7. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
8. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Wastewater Plan Superintendent and the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
9. Participates in hiring and promotional processes by providing critical input to the Wastewater Plant Superintendent and the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
10. Serves as a subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Attends and participates effectively at departmental staff meetings. Leads meetings as requested.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

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

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

Education: Graduation from an accredited college or university with a Bachelor's degree in Biology, Environmental Science, or related discipline is preferred.

Experience: Six years of experience operating a mechanical wastewater treatment facility, with at least five years as a Supervisor or Foreman of a wastewater treatment plant operations with the preferred education. Nine years of experience operating a mechanical wastewater treatment facility, with at least seven years as a Supervisor or Foreman of a wastewater treatment plant operations may be substituted if the candidate lacks preferred education.

Licenses and Certifications: Possess and maintain a valid state issued driver's license and a Missouri Class A Wastewater License.

Physical Demands Requirements and Working Conditions

This position works in both indoor and outdoor environments. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment; vision to read printed manuals, materials, and work instructions; hearing and speech to communicate in-person and over the telephone or radio. Finger and hand dexterity is needed to safely operate equipment and tools. Employees regularly stand and walk. Positions in this classification bend, stoop, kneel, and reach when completing tasks at ground level and overhead. Employees must possess the ability to lift, carry, crawl, push, and pull materials and objects weighing up to 100 pounds, with the use of proper equipment.

Employees work predominantly in an outdoor environment and are exposed to a variety of extreme

weather conditions, exposed to loud noise levels, fumes, toxic chemicals, odors, and airborne particles; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and moving mechanical parts, and other hazards due to risk of electrical shock and vibration.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	