

| PROVO CITY CLASSIFICATION SPECIFICATION | |
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| Title: Wastewater Superintendent | Job Code: 2545 |
| Date: February 6, 2023 | EEOC Code: OA |
| FLSA Designation: Exempt | Civil Service Status: Covered (UC) |

DEFINITION: This is managerial and administrative work to direct the operations of the water reclamation plant and wastewater systems.

CLASSIFICATION STANDARDS: The position allocated to this classification is responsible to the Public Works Division Director - Water and performs all assigned work under very general supervision. This work is distinguished by its management of and responsibility for all wastewater reclamation plant, wastewater lift stations, and collection systems operations.

ESSENTIAL DUTIES: Plan, organize, and direct wastewater reclamation plant and wastewater collection systems operations and activities; manage federal and state regulatory compliance, site visits, and reporting requirements for all wastewater reclamation plant systems; prepare and submit monthly and annual reports to the Utah Division of Water Quality; review treatment operations and data and make decisions to improve effectiveness and efficiency; identify and minimize or resolve issues; monitor operational costs and prepare budget; authorize expenditures; research and track relevant environmental trends and legislation, compliance issues, and other topics affecting the industry; provide input to short- and long-term planning for wastewater systems and the wastewater reclamation plant; work with Public Works and other City staff to review plans and technical specifications for projects; assess vendor submissions, review product specifications, and approve additions to the wastewater collections system approved products list; create and enforce plant policies and procedures; review estimates, requests for bids, and other documentation for vendor services; authorize major repairs and replacement of equipment and materials; as needed, make field work inspections; direct outreach activities including providing tours, preparing informational and educational materials, and giving presentations to the general public, government agencies, City departments, community groups, educational institutions, and other groups; answer questions about wastewater reclamation system operations; respond to complaints from residents, business owners, and others.

Supervise, plan, and coordinate work of assigned employees including scheduling and prioritizing workload; review work of subordinates and ensure all work is performed effectively and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations; enact discipline or rewards as needed; make hiring and firing decisions initiate requisitions; maintain records; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Environmental Engineering, Civil Engineering, Sanitary Engineering, Public Administration, or related field and 4 years of progressively responsible experience in water and/or wastewater engineering or operations or related field **OR** an equivalent combination of job-related education and experience [substituting each 1 year of post-secondary education/training for 6 months of experience].


License(s)/Certification(s): A valid, lawful Driver License is required.

SELECTION FACTORS: *Knowledge of:* functions, operations, trends, and processes of an industrial pretreatment, wastewater treatment, and plant operations; environmental engineering principles; applicable state and federal rules, regulations, and laws governing water reclamation plant and wastewater collection operations; policies and procedures established for work system; budgeting principles; safety procedures; basic English composition, spelling, and grammar; modern management principles and performance evaluation methods. *Skill in:* resolving operational problems; supervising and organizing work of assigned personnel; designing effective work processes; practicing trust-building behaviors. *Ability to:* manage a medium-size facility; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgement while evaluating situations and in making determinations; organize assigned work and develop effective work methods; organize and direct workload of others; prepare clear, concise, accurate, and informative reports; work effectively on individual or team projects; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computers and applicable software programs, radio, motor vehicle, and various office equipment.

PHYSICAL DEMANDS: Requires sitting at a desk for long periods working on a computer and sufficient physical strength and agility to perform occasional site inspection work including lifting up to 75 lbs., bending, reaching, climbing stairs, working in tight quarters, standing for extended periods of time, and other physical tasks involved in wastewater reclamation plant, wastewater lift stations, and collection systems operations.

ENVIRONMENTAL FACTORS: May require exposure to adverse weather conditions, odors, dangerous gases, confined spaces, hazardous conditions including, but not limited to, open and aerated tanks, high places, explosive conditions, and electrical hazards. May occasionally include exposure to high-stress situations or environments. *Note: Employee of this class will be subject to on-call status and will respond to emergency alarms.*



 Department Director

2/2/23

 Date



 Mayor/Chief Administrative Officer

2-6-2023

 Date

NOTE: *The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*