

WATER ENVIRONMENT PROTECTION FACILITY
SUPERINTENDENT

GENERAL STATEMENT OF DUTIES

Directs all operations and maintenance of the Wastewater Treatment Plant

SUPERVISION RECEIVED

Works under the supervision of the Public Works Director.

SUPERVISION EXERCISED

Supervises all personnel at the Wastewater Treatment Plant

JOB DUTIES

- Responsible for overall operation and maintenance of the Wastewater Treatment Plant.
- Responsible for contract management, including planning, capital and maintenance projects, service contracts, etc.
- Assign duties and schedules for all employees in the division.
- Purchase all division supplies and equipment.
- Prepare division budget for Public Works Director's approval.
- Interview, recommend for hire, train, and evaluate all division personnel.
- Conduct tours of the facility; conduct inspections of the facility with both the Federal EPA and the Ohio EPA.
- Assists with the management and implementation of the City's inflow and infiltration program.
- Maintain all division records regarding personnel, operations and maintenance.
- Keep all Wastewater Collection and Treatment records in order to make reports to the state and federal EPA agencies, and the Lorain County Health Department.
- Responsible for the safety program for the division.
- Responsible for all division rolling stock, fixed and moveable equipment.
- Carries pager for SCADA notification and emergency contact.
- Perform other related duties as assigned.

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MINIMUM QUALIFICATIONS

High school diploma or equivalent. Completion of Wastewater Collection Correspondence Course. Five (5) years previous relevant experience.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Class B Commercial Driver's License including air brakes, with a tanker endorsement within one year of date of hire.
- Class IV Wastewater Treatment Certification within one year of date of hire.

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Paygrade: 6
F.L.S.A. Rating:

Classification:
Civil Service Rating:

Provisional
Classified -
Noncompetitive

Approved by Civil Service Commission: June 14, 2006
Approved by Oberlin City Council, Ordinance No. 06-58