

CITY OF CELINA

An Equal Opportunity Employer

POSITION DESCRIPTION

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Position Number:		Name:	
Class Number:		Class Title:	Wastewater Treatment Plant Assistant Superintendent
Civil Service Status:	Classified	Dept./Div:	Wastewater Treatment
Employment Status:	Full-time, Regular	Reports To:	WWTP Superintendent
FLSA Status:	Exempt	Supervises:	
Pay:	Ordinance/Resolution	DOT (closest applicable number):	184.161.014

QUALIFICATIONS: (An example of minimum acceptable qualifications)

Completion of secondary education and three (3) years wastewater treatment operator experience, or equivalent; demonstrable ability to travel to and gain access to field work sites and operate treatment plant and lab equipment; possession of OEPA Class III Wastewater Treatment Operator Certification.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license; must qualify for and maintain insurability under the city's vehicle insurance policy; Must possess an OEPA Class III Wastewater Treatment Operator Certification.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)

Computer, front end loader, riding and push lawn mower, tractor with loader and rotary mower, trimmer, pickup truck, mobile sewage pump, trailer, confined space entry equipment, atmospheric monitor, analytical equipment, forklift, truck crane, snowplow, snow thrower.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Occasional exposure to construction hazards, confined spaces, traffic, heavy equipment, dust, and fumes; periodic exposure to severe weather; and hazardous driving conditions; frequent exposure to biological hazards, irritating and hazardous chemicals (e.g., caustics, acids), spiders, electrical hazards and loud noise, frequently attends functions or performs duties outside normal working hours.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work. In cases of emergency, unpredictable situations, and/or department needs, required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

30% (1) Oversees management of the City's biosolids program: ensure compliance with all in-house and

OEPA regulations and requirements; communication and guidance with land applicator and farmer to ensure proper agronomic rates and application setbacks; coordinate with the land owner and OEPA to apply for and receive application site approval; coordinate all transportation of biosolids to application

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or disposal site; complete and submit Annual OEPA Sewage Sludge Report including signatory requirements.

- 20% (2) Oversees management of the laboratory: tracking and ordering laboratory equipment and supplies; scheduling of all required influent, effluent, and stream sampling, contract laboratory pickup and analysis; perform annual OEPA DMR-QA program with contract laboratories; oversee annual effluent bioassay/toxicity monitoring requirement including signatory requirements.
- 15% (3) Assists the Superintendent in directing and coordinating municipal wastewater treatment plant functions and activities; assist in developing long range plans; allocates material and personnel resources; assists in preparing and monitoring departmental expenditures; assist in formulating emergency preparedness plans; assists in ensuring legal compliance of treatment facility including required monthly/annual report submission and signatory requirements, and plans and recommends necessary improvements; OEPA Operator of Record for WWTP; performs the duties of the Superintendent in the Superintendent's absence.
- 10% (4) Supervises wastewater treatment employees in the operation, repair and maintenance of treatment plant and lift stations, etc.; assigns work and sets time schedules, evaluates performance, recommends commendations and discipline; trains employees; receives and adjusts employee complaints; recruits, interviews, and recommends selection of candidates; authorizes overtime in emergency situations.
- 10% (5) In the absence of an Operator(s), perform Operator duties; laboratory functions including routine chemical, physical, and bacteriological examination of wastewater in accordance with the requirements of OEPA and USEPA; collects samples at various locations; performs wastewater treatment functions; utilizes computerized process control system to control the treatment process and chemical rate feeds; observes operation of plant and equipment, reads meters and gauges, and makes operating adjustments and minor repairs to plant equipment.
- 5% (6) Assists the Superintendent in determining project priorities; assist in planning project activities to ensure maximum utilization of time and equipment; assist in inspecting work sites to ensure workers are present and work is progressing on schedule; assist in resolving difficult problems on projects; assist in ensuring all department equipment is operational and properly maintained.
- 5% (7) Maintains personal and professional competence and awareness; acquires knowledge from professional journals; maintains required licenses and certifications; attends professional education and training sessions, seminars, and workshops.
- 5% (8) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (9) Analyzes and interprets results of laboratory examinations for reporting purposes.

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(10) Researches, updates, and maintains records, maps, and plans.

(11) Participates in intra governmental staff meetings; participates in professional organizations (e.g., WEF/OTCO); communicates with vendors; communicates with customers and general public concerning work activities; responds to citizen concerns and complaints; communicates with OEPA and City Administrators on WWTP projects, upsets, and status of NPDES Permit schedule of compliance.

(12) Oversees management and coordinates the City's industrial sampling program as needed: maintains correspondence, inspections, and enforcement with local industries; develops, prepares, and maintains documentation and records.

(13) Oversees the City's grease interceptor program as needed: assist with correspondence, inspections, and enforcement with local food service establishments (FSE); develops, prepares, and maintains documentation and records.

(14) Constantly required to be on call.

(15) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(16) Assists the Public Works Department with sewer maintenance, construction, and repair functions; repairs and cleans wet wells of sanitary sewer pump stations; complies with standard safety procedures when entering sewers and other confined spaces.

(17) Performs related clerical duties; receives and responds to routine inquiries in person or via telephone; provides assistance to general public; operates office equipment; makes copies: to produce final copy; makes copies; posts account information.

(18) Performs related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* Indicates developed after employment)

Knowledge of: bacteriology; chemistry; lab procedures; wastewater treatment plant operating procedures; NPDES Permit monitoring requirements; wastewater treatment regulations including but not limited to OEPA certification and minimum staffing requirements; OEPA electronic discharge monitoring (e-DMR) reporting; OEPA bypass-upset reporting; OEPA sanitary sewer overflow (SSO) reporting; and OEPA biosolids regulations/reporting; lift station construction, maintenance and repair; wastewater collection principles and practices; supervision; organizational goals and objectives; resource management; manpower planning; budgeting; office practices and procedures; *multi-jurisdictional sewer agreements and geographic layout of jurisdiction.

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Skill in: computer operation; wastewater treatment plant and lab equipment operation.

Ability to: prepare maps, charts, graphs, or plans; exercise independent judgment; travel to and gain access to work site; apply principles to solve practical, everyday problems; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; communicate effectively; interpret extensive variety of technical material in books, journals, and manuals; use statistical analysis; develop and maintain effective working relationships; prepare routine correspondence; understand, interpret, and apply laws, rules, or regulations to specific situations; resolve complaints; maintain records according to established procedures; prepare accurate documentation.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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