



SUPERINTENDENT WASTEWATER TREATMENT PLANT

SUMMARY: Under general supervision, responsible operation of wastewater treatment plant, laboratory-testing functions, process control, record keeping and appropriate permit reporting as required by the regulatory agency(s), performs other duties as assigned.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are **not** in any hierarchical order)

1. Assists the Director of Waste Water Treatment Plant with the budget, planning, and projects related to the Waste Water Treatment Plant and pumping stations.
2. Assigns work to and directs wastewater personnel in the proper operation and maintenance of wastewater treatment plant related work projects to ensure quality treatment.
3. Instructs and trains personnel in the proper wastewater testing practices and procedures.
4. Maintains records of work performed, prepares written and oral reports.
5. Monitors daily operations and progress via acquired lab data, visual inspections, operator logs, maintenance duties and other analysis performed by authorized personnel.
6. Utilizes and wears proper protective safety gear and equipment.
7. Determines, schedules, and performs a variety of chemical and bacteriological tests in accordance with accepted procedures, in order to keep plant in compliance with EPA regulations.
8. Makes adjustments in process control for optimal operation of the treatment plant.
9. Responsible for the accurate and timely filing of all necessary reports, permits, renewals, audits, evaluations and communications to the appropriate regulatory agencies.
10. Maintains a safe lab and assures that other personnel are aware of potential hazards.
11. Maintains and calibrates laboratory materials and equipment; maintains an adequate inventory of laboratory supplies.
12. Performs non-routine and special chemical and bacteriological tests and analyses.
13. Develops and refines laboratory methods and procedures.
14. Maintains laboratory and equipment in a clean and orderly condition.
15. Operates various tools in performing duties, including scales, vacuum pumps, ovens, filters, incubator, and calculator.
16. Operates city-owned vehicle.
17. Operates personal computer by inputting and analyzing data.
18. Assists other Wastewater personnel and performs duties in departments as assigned

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of plant processes, flow patterns, controls, and the operation of all treatment equipment.
- Knowledge of the principles, practices and techniques of chemistry and bacteriology.
- Knowledge of laboratory techniques and methodology, as well as sampling and testing procedures.
- Knowledge of IEPA and NPDES permits for the City of East Moline, as well as knowledge of city ordinances, EPA Regulations and Standard Methods for the Examination of Water and Wastewater.
- Knowledge of OSHA regulations, EPA regulations and safe work practices.
- Knowledge of the function of hand and power tools.
- Ability to ensure safe work environment.
- Ability to utilize a personal computer and understand software and programs utilized in performing duties.
- Ability to safely handle various process chemicals, recognize potential hazards, and employ proper procedures and safety equipment.
- Ability to react quickly and make independent decisions regarding various operating conditions.
- Ability to utilize and maintain a variety of laboratory equipment used in wastewater treatment.
- Ability to understand and follow oral and written instructions.
- Ability to work in inclement weather conditions.
- Ability to effectively communicate with those contacted throughout the course of the workday.
- Ability to maintain effective working relationships with other departments, agencies, employees, supervisors and the public.
- Skill in mathematical calculations while computing averages of data, algebraic calculation including the use of areas and volumes.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: There is frequent need to stand, walk, sit, twist, climb, bend, stoop, talk or hear, use hands to finger, lift up to and over thirty (30) pounds, and perform other similar actions during the course of the workday. Job requires worker to have keen sense of smell and normal color perception. Works closely with hazardous chemicals, wastewater and materials, mechanical parts, and slow moving equipment. Position is subject to emergency call out. The City of East Moline promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited four-year college in Chemistry, biology, or a related field, preferred. Possession of an Illinois EPA Class 1 Wastewater Operator's License or the ability to obtain one within a twelve (12) month period. Possession of a valid Illinois Class 1 Drivers License; or any equivalent combination of training and experience which provide the required knowledge, skills and abilities.

Employee Signature

Date

H.R. Signature

Date