

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Supt. of Sanitary Services</u>
Sch & Grade	<u>PAT-13</u>
Class Code	<u>AC46</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Engineering</u>

PRIMARY PURPOSE:

Plans, organizes, and administers the activities of the Sanitary Services Division of the Department of Public Works.

SUPERVISION:

Under the general supervision of the Assistant Director of Public Works assigned to the Environmental Services Division. Supervises a large number of employees engaged in sewer construction, wastewater treatment, industrial pretreatment, and administration.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and administers the Division of Sanitary Services which includes general responsibility for the cleaning, repair, and maintenance of the sanitary sewer system; the operation of the wastewater treatment plants and facilities; the management and planning of improvements of the wastewater facilities; and administration of the City's industrial pretreatment program.
2. Coordinates and directs the professional engineering work of the Division including technical consultation and liaison with consulting engineers.
3. Serves as Chief Official in developing environmental protection systems as they relate to wastewater treatment.
4. Represents the Department of Public Works in dealing with the public and governmental agencies on matters connected with wastewater collection and treatment.
5. Participates in the development and implementation of departmental policies including recommending sewer service charges and other charges or assessments related to sewer construction and wastewater treatment.
6. Prepares necessary written and verbal reports as well as a variety of correspondence.
7. Meets and discusses complaints, concerns, and issues concerning sewer construction and wastewater treatment with citizens and city staff members.
8. Makes periodic field inspections at the Wastewater Treatment Plant, sewer construction sites, etc.
9. Prepares and monitors division operating budget.
10. Prepares and presents speeches to groups including City Council, technical conferences, the general public, etc.
11. Serves as the Director of Public Works in the absence of the Director and Assistant Directors as required.

IMPORTANT FUNCTIONS:

1. Utilizes necessary computer applications such as database and spreadsheet.
2. Attends conferences, seminars, workshops, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Wastewater treatment as it relates to Wastewater Plant operations; principles, methods, and procedures involved in sewer construction.

Abilities

Effectively plan, organize, and direct the employees and activities for the sanitary services division; utilize sound, independent judgment; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, a wide variety of outside agencies, contractors, and the general public; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Civil or Sanitary Engineering or a related field plus at least four years of professional experience in the field of municipal sanitary services and the operation of wastewater treatment plants.

Physical Requirements

Must be able to make inspections of sewer construction and periodic walk-throughs of the wastewater treatment plant which involves climbing ladders and stairs, bending, and reaching; pushes and pulls up to 25 pounds for general office duties; must be able to observe and identify violations, operational concerns, etc. relating to wastewater treatment and sewer construction.

Working Environment

Primarily indoors with heating and cooling regulated; when outdoors making occasional field inspections may be exposed to extreme weather conditions and possible safety hazards associated with wastewater treatment and sewer construction. May be exposed to strong fumes and/or odors.

Licensing/Certification

Must possess a Professional Engineer's (PE) License; MO registration, as issued by the State Board of Registration for Professional Engineers, required within six months of employment.

Miscellaneous Requirements

Subject to emergency call-in. If operating a motor vehicle for the purpose of completing job duties, incumbent must have a valid Missouri Motor Vehicle Operator's License.

Last Revision:	June 1997	GENERAL ORDINANCE NO. 2282
Comments:	EF & Qual Updated	Date: May, 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____