

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title:	<u>Superintendent of Clean Water 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:

Serves as a Superintendent in one of two program areas of Environmental Services. Program areas include *Treatment Plants* which includes Southwest and Northwest Wastewater Treatment Plants and *Collection System* which includes the City's Sanitary Sewer Collection system and Industrial Pretreatment program.

SUPERVISION:

Under the general supervision of the Assistant Director of Environmental Services. Supervises a large number of employees engaged in either operation, maintenance, and administration of a wastewater treatment facilities including laboratory operations or the wastewater collection system and industrial pretreatment program.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the activities of an assigned program area of Environmental Services.
2. Supervises, coordinates and schedules the work of employees in assigned program area. Completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions.
3. Trains, motivates and sets standards for employees in all workgroups to maximize performance.
4. Reviews and analyzes operations to optimize overall operations and increase cost effectiveness.
5. Studies operating cost records and makes corrections or suggests solutions to problems. Reviews process control data and works with supervisors to assure processes operate properly.
6. Works to develop and maintain a long term capital needs assessment for assigned program area.
7. Responsible for coordinating and directing an effective safety program for program area.
8. Develops comprehensive studies on operations, productivity improvements, and energy conservation programs to provide information required by local, state or federal agencies and management.
9. Coordinates and produces necessary written and verbal reports as well as a variety of correspondence.
10. Prepares specifications for materials, supplies, equipment, and contractual services.
11. Reads, interprets and analyzes a variety of data and information including technical material.
12. Responsible for the development and implementation of policies related to assigned program area.
13. Stays informed of both current and future regulations and their impact on assigned program area. Advises the Director and Assistant Director on appropriate courses of action regarding regulatory compliance.
14. Oversees budget development and utilization of approved budget of program area.
15. Coordinates and directs long and short-range plans regarding the operation and maintenance of the assigned program area.
16. Coordinates and directs the professional engineering work of the Division/program area including technical consultation and liaison with consulting engineers.
17. Serves as Chief Official in developing environmental protection systems as they relate to program area.
18. Represents the Department of Environmental Services in dealing with the public and governmental agencies on matters connected with assigned program area.
19. Prepares and presents speeches to groups including City Council, technical conferences, the general public, etc.

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

Thorough knowledge of engineering principles, particularly for discipline relative to the operation and maintenance of a treatment plant or wastewater collection system; federal, state, and local laws and regulations affecting treatment plant operation or wastewater operation; basic principles and procedures involved in budget administration.

Abilities

Effectively plan, organize, and direct the employees and activities for assigned program area; utilize sound, independent judgment regarding matters of significance; make responsible decisions and recommendations requiring discretion; analyze and evaluate program area operations; follow oral and written instructions; establish and communicate clear goals and objectives; lead, coach and resolve conflict effectively; communicate effectively both verbally and in writing; prepare and present reports, speeches, programs, etc.; deal effectively and courteously with associates, a wide variety of outside agencies, consultants, contractors, and the general public; model and promote acceptance and respect for differences among employees and citizens; 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 Engineering, Engineering Management, Environmental Engineering or a related Engineering discipline plus at least four years of progressively responsible professional supervisory experience. A Master’s Degree in a specialized field relative to assigned program area is desirable as is 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

Engineer in Training (EIT) certification required within probationary period. Professional Engineer's (PE) License preferred at hire, and will be required within 2 years of employment; must possess a Missouri PE within 2 years 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:	April 2015	GENERAL ORDINANCE NO. 5935
Comments:	Updated Licensing/Certification	Date: June 27, 2011

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:** _____