

112 E Spring Street
New Hampton, IA 50659
www.newhamptonia.com



Phone: (641)-394-5906
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Position: Wastewater Superintendent

Department: Wastewater

FLSA Status: Exempt

Reports to: Public Works Director, Mayor
and City Council

Revision date: February 2021

Supervises: 3 Employees - 1
Wastewater Operator III, 1 Wastewater
Operator II & 1 Water Operator III /
Wastewater III

Gives work direction to: 3 Employees -
1 Wastewater Operator III, 1 Wastewater
Operator II & 1 Water Operator III /
Wastewater III

Salary: DOQ, w/Competitive Benefit
Package

POSITION SUMMARY

The Wastewater Superintendent is under the general direction of the Mayor and City Council. This position is responsible for planning, directing and coordinating construction, operation, and maintenance of wastewater utilities under regulations established by local, state and federal authorities. Ensures that water quality leaving the treatment facility meets NPDES standards. The Wastewater Superintendent coordinates the wastewater treatment system operations with the other departments and assists the Public Works Director with developing and administering the wastewater treatment budget, including capital improvement projects. This position provides direct supervision to wastewater staff, including planning, assigning and reviewing work of subordinates, training and evaluating staff performance.

ESSENTIAL JOB DUTIES

- Plans, directs, supervises and evaluates the daily operations of the wastewater treatment plants to meet the requirements of city, state and federal policies and regulations.
- Plans, prioritizes and schedules daily wastewater utility construction, operation and maintenance activities.
- Consults with public works director, assistant superintendent/s and/or operators on work assignments, progress reports, safety issues, public relations, training and other subjects.
- Operates and monitors motors, pumps, filters, and other equipment associated with wastewater treatment.
- Monitors, reads and records readings and measurements from gauges and meters to ensure proper functioning of plant. Makes any necessary adjustments to process.
- Supervises and participates in maintenance of plant.
- Plans, coordinates, oversees and inspects utility infrastructure improvement projects.
- Updates utility infrastructure maps and data using computer and computer-aided design program.
- Interprets blueprints and drawings.
- Interviews, hires, supervises, evaluates, disciplines, and terminates employees as necessary.
- Calculates and certifies payroll hours.
- Plans, schedules and selects required educational programs through local colleges and state universities for employee operator certification renewal and upgrade.
- Represents the wastewater department in direct contact with the public and other city officials.
- Acts as purchasing agent for wastewater utilities.

- Directs preventive maintenance of plant equipment.
- Solicits quotes, orders equipment, parts and supplies and approves all invoices.
- Maintains inventory of plant equipment.
- Plans, coordinates and directs a laboratory quality assurance program by scheduling, directing and evaluating laboratory procedures and methods.
- Plans, coordinates and directs a biosolids management program.
- Prepares reports and uses computer software to calculate loading rates.
- Prepares a variety of analytical and record keeping reports mandated by state and federal law.
- Prepares and submits annual utility budgets and fiscal reports.
- Assists city legal staff in drafting and enforcement of municipal ordinances relating to water and wastewater utilities.
- Reads trade journals, legislative reports, and other technical information and attends seminars to interpret, assess, and evaluate environmental regulations.
- Works with City Engineer on upgrade and expansion of wastewater facility.

INCIDENTAL JOB DUTIES

- Setting up and running of daily parameters for lab testing.
- Collects wastewater samples for analysis.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Knowledge of the principles and procedures of water and wastewater treatment, including knowledge of chemistry and chemicals used in water/wastewater treatment laboratory processes, and established controls and regulations.
- Knowledge of the municipal wastewater network and geographical layout of the city.
- Knowledge of wastewater construction and maintenance.
- Ability to safely operate wastewater treatment laboratory and monitoring equipment and to interpret and analyze results thereof.
- Ability to safely operate equipment associated with wastewater utility operation and maintenance, including pumps, sewer cleaners, arc welder, oxygen/acetylene torch, and power and hand tools.
- Knowledge of occupational hazards associated with water/wastewater treatment and distribution, and of corresponding safety precautions.
- Ability to operate standard office equipment, including a computer and word processing and spreadsheet, accounting, and computer-aided design programs.
- Knowledge of and ability to research and comprehend complex state, federal and local regulations and legislation relating to water and wastewater utilities.
- Ability to read and interpret gauges and meters.
- Ability to copy figures from one record to another.
- Ability to read and interpret blueprints and water/wastewater utility drawings, electrical schematics, flow charts and analytical data.
- Ability to calculate, interpret and analyze technical, scientific, statistical, mathematical, and financial information.
- Ability to maintain records and prepare reports according to state and federal requirements.
- Skill in performing supervisory duties including hiring, training, disciplining, scheduling, prioritizing, directing and evaluating the work of employees.
- Ability to establish effective working relationships with the public, co-workers and other city officials.
- Ability to safely perform a variety of physical movements, including bending, stooping, kneeling, lifting, twisting, walking, and climbing.

- Ability to safely walk across uneven terrain, slippery surfaces, and climb stairs.
- Ability to safely lift, carry, push, or pull objects weighing up to pounds and to exert up to 50 pounds of force frequently/occasionally.

ENTRY REQUIREMENTS

Work Experience: Minimum of 1 year of “Direct Responsible Charge” in a Grade 3 or Grade 4 plant as required by the Iowa Department of Natural Resources and outlined in the Iowa Administrative Code, 567-81.7; or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position and meets state requirements as outlined in the Iowa Administrative Code.

Required licenses, registrations and certifications: Must maintain Iowa Grade IV Wastewater Treatment Operator Certification, or a Grade III Wastewater Treatment Operator Certification with the ability to achieve Grade IV Certification with a specified time frame upon hire. Prefer ability to obtain and maintain CDL Class B driver’s license and maintain good driving record.

Required post-offer physical examinations: None

Required drug testing: As required for CDL license.

Other testing required: None

WORK ENVIRONMENT

Work is performed inside an office, plant or laboratory, and outside in what may be adverse weather conditions. The work environment can involve exposure to heat, cold, humidity, dirt, moving machinery, snow, ice, extreme noise, and carrying of chemical containers, valves, pumps, and other construction, maintenance or safety equipment weighing more than 50 pounds. Position may require being called back to work while off-duty and may involve extended or irregular working hours.

HOURS OF WORK

Generally, 7:00 am to 4:00 pm, Monday through Friday, with a 1-hour unpaid lunch. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to be available to respond to emergencies. May be required to work holidays, weekends and to attend evening meetings that require the attendance of the Superintendent.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the City.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The City reserves the right to change or reassign job duties or combine positions at any time.

Application and job description available at City Hall or at www.newhamptonia.com. Send application and resume to Casey Mai, Public Works Director, 112 E Spring Street, New Hampton, Iowa 50659. Deadline: Open until filled. EOE/AA. Any questions may be directed to: Casey Mai at (641)-557-8244 or nhpublicworksdirector@gmail.com.