



# Wastewater Treatment Plant Superintendent

Mayor Pamela Bobst

Reports To: Safety Service Director/Mayor

Salary: D.O.Q

Shift: 8:30 A.M. to 4:30 P.M.  
Weekends and Nights may be needed

FLSA Status: Exempt

## Position Overview:

Under general supervision of the Safety Service Director, the Wastewater Treatment Plant Superintendent directs the operations of the Regional WWTP owned by the Cities of Bay Village, Fairview Park, Rocky River, and Westlake, and provides general supervision to the staff of the Treatment Plant. The Superintendent performs a variety of administrative duties. The Superintendent may be required to perform the work of the WWTP operations, laboratory, pretreatment, administrative, and maintenance staff as needed to ensure the effective operation of the facility. The Superintendent will communicate regularly to a Management Committee representing the four communities that own the facility. The WW Superintendent is the Operator of Record for the RRWWTP. The Superintendent utilizes standard office equipment including, but not limited to, the City's telephone and computers, calculator, various chemical feed equipment and analyzers, pumps, blowers, and operates a City vehicle.

The work is performed in a typical office environment and in an industrial setting involving regular exposure to unpleasant odors and fumes; potential exposure to excessive temperatures, humidity and noise; and is also occasionally performed in an outside setting involving potential exposure to inclement weather and pathogens.

## Duties:

### 1. Administrative Duties

50%

- Prepares various periodic reports as needed or directed including but not limited to monthly EDMR reports, annual departmental report, annual reports for various regulatory agencies
  - Completes and generates computer records and reports
  - Collects, organizes, reviews and ensures accuracy of information and reports
- Develops short and long term programs and strategic plans for the WWTP department; evaluates those plans annually\*
- Develops and administers annual department budget\*
  - Prepares, reviews and approves all plant spending
  - Pursues funding opportunities for plant improvements including grant and loan applications
  - Evaluates plant finances in order to determine whether current budget levels are adequate
  - Makes recommendations to the Management Committee when increases in budgetary needs are necessary and when the need to plan for long term Capital Expenses is necessary

- Attends various administrative meetings as needed to provide/obtain information about department activities
- Represents the department as needed to media, public officials or representatives of law enforcement agencies as needed\*
- Performs engineering duties as follows:
  - Recommends or requests plant improvements
  - In conjunction with the consulting engineer, writes and reviews Requests for Qualifications, Bid Specifications, and engineering plans.
  - Coordinates efforts with consulting engineer, Finance Director, or other City personnel as needed to ensure WWTP Capital funds are appropriately managed
  - In conjunction with Consulting Engineers
  - Heads up the review and selection of consultants for the WWTP
  - Oversees and reviews WWTP consultant and contractor work
  - Reviews and submits pay application for consultant and construction companies
  - Is responsible for maintaining oversight of WWTP Construction projects
- Prepares and presents ordinances to City Council
- Coordinates efforts with representatives of various government agencies including state and federal EPA to facilitate operational inspections
- Attends city storm water meetings and prepares the annual Wastewater Storm Report
- Assists in the procurement and negotiation of Utilities and Utility related contracts

## **2. Supervision**

**25%**

- Determines department staffing utilization, reviews and modifies assignments as needed to respond to plant operational needs\*
- Interviews candidates for positions and makes hiring recommendations to Mayor\*
- Determines department personnel training needs and ensures current training requirements are met\*
- Provides direction and guidance to assist subordinates in completion of assignments\*
- Monitors employees' performance and ensures compliance with policies and procedures\*
- Develops annual goals, evaluates employees' performance, provides feedback as needed and documents performance issues\*
- Meets with labor association representatives to resolve labor contract issues and assists in the negotiation of bargaining unit contracts\*
- Develops, implements, disseminates and evaluates department personnel policies and procedures as needed\*

## **3. Plant Operation**

**20%**

- Conducts inspections of plant to observe cleanliness, efficiency of operations and maintenance
- Directs activities of operations, maintenance and laboratory supervisory personnel to ensure effective plant operation
- Monitors plant operations to ensure compliance with relevant local, state, and federal regulations including the requirements of the NPDES and Air Pollution Minimization Permits\*
- Reviews operators' logs and various operational reports and data
- Develops, recommends and initiates practices and procedures to improve plant operation and efficiency
- Directs and coordinates emergency responses to various operating, public health, and environmental conditions

#### 4. Miscellaneous

5%

- Performs various miscellaneous duties as assigned or needed
- Attends various training seminars and classes as needed to maintain current job knowledge and skills\*

\* *Denotes essential function of the job*

#### **Minimum Qualifications:**

- A Class IV Wastewater Operators' Certification from the State of Ohio\*, *and*
- A Bachelor's degree in public administration, engineering, environmental science, biology, or chemistry *and*
- At least at least seven (7) years of progressively responsible experience in the various operations, industrial pretreatment, equipment, and regulations involved in operating a Wastewater Treatment Plant facility *or*
- A combination of education and experience that provides the skills and knowledge necessary to perform the required work.

\*may be obtained after date of hire and according to State of Ohio EPA regulations

**Position will be posted until filled. Applications may be obtained at [http://s804876413.onlinehome.us/hr\\_docs/employment\\_application.pdf](http://s804876413.onlinehome.us/hr_docs/employment_application.pdf) or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:**

**Michael T. Greco, Director  
Human Resources Department  
City of Rocky River  
21012 Hilliard Boulevard Rocky River, OH 44116**

The City of Rocky River is an Equal Opportunity Employer