

WASTEWATER
TREATMENT PLANT
SUPERINTENDENT



Human Resources Office
207 Lafayette
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Winona, MN 55987

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APPLICATION DEADLINE: Monday, November 26, 2012, 4:30 P.M.

STARTING HOURLY WAGE RANGE: DOQ: \$22.98 to \$28.73/hour

JOB SUMMARY:

Responsible for the operation of the City's Wastewater Treatment Plant, sanitary lift stations and sewage collection system. This is supervisory work over sewage collection and wastewater treatment plant operations in the city. This employee is responsible for the care, maintenance and operation of the City's Wastewater Treatment Plant; and sanitary lift stations, and sewage collection system, under the direction and control of the Assistant City Manager for Public Works. Duties include laying out work, periodic inspection of subordinates' work, occasional technical instruction, the maintaining of equipment with ongoing replacement of needed structures and to closely monitor the needs of the Wastewater Division. Responsible for the maintenance and operation of the Lake Winona Flood Control Pumping Station.

MINIMUM REQUIREMENTS:

- High School Graduate or hold GED certificate
- Two year vocational training certificate in mechanics, electronics or related field
- Class "A" Wastewater Treatment Plant Operator's License
- Class "B" Commercial Driver's License
- Type 4 Operator's License for Land Application of Biosolids
- Special Low Pressure Boiler License
- Knowledge of the materials, methods and equipment commonly used in wastewater treatment and sanitary sewer system

TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT THE FOLLOWING:

- City of Winona application must be completed
- Completed Supplemental Questionnaire (attached to application)

RETURN APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE TO:

City Hall, Human Resources Office
207 Lafayette
PO Box 378
Winona, MN 55987

EXAMINATIONS:

1. Qualifications Rating - Pass/Fail
Must meet minimum requirements listed
2. Assessment of Application and Supplemental Questionnaire
3. Panel Interview
4. Merit Board Interview

EXAMINATION INFORMATION:

You must pass each examination in order to proceed to the next step.

RESULTS OF EXAMINATION:

- Candidates will be notified by mail or e-mail of the final results within approximately 20 days of taking the examinations.

APPLICATION INFORMATION:

- If you are an eligible military veteran and wish to claim Veteran's Preference, you must complete the Veteran's Preference section of the application.
- Driver's license and/or criminal history checks will be conducted for all positions
- Medical physical may be required
- Pre-employment drug screenings are required for all positions

DUTIES AND ESSENTIAL FUNCTIONS

- Supervises the flushing and cleaning of all wet wells and flow meters and other lift station appurtenances and equipment
- Supervises the operation of land biosolids disposal
- Reviewing basic equipment for budget requests
- Filling out basic reports such as land application of biosolids yearly forms to M.P.C.A.
- Filling out data forms as to comply with M.P.C.A. and E.P.A.
- Answering public concerns
- Prepare and operate the sewer budget
- Order equipment and parts
- Knowledge of the materials, methods and equipment commonly used in wastewater treatment and sanitary sewer system
- Ability to work safely and directly with others in working around dangerous chemicals such as chlorine and sulfur dioxide
- Considerable knowledge of the biological treatment of wastewater
- Knowledge of OSHA Regulations governing WWTP operations such as continued entry, lock out-tag out, dangerous chemicals, etc.