

<u>ASSISTANT WASTEWATER TREATMENT PLANT SUPERINTENDENT</u> SEWER DEPARTMENT CITY OF WINONA, MINNESOTA	JOB DESCRIPTION	
	REPORTS TO: WASTEWATER TREATMENT PLANT SUPERINTENDENT	
	DIRECTLY SUPERVISES: ALL SEWER DEPARTMENT EMPLOYEES	
	11/9/99	APPROVED:

SUMMARY:

Work involves the responsibility and supervisory authority in the operation of the City's Wastewater Treatment Plant and distribution system. This employee is responsible for the care, maintenance, and operation of all aspects of the sewerage system, including making independent decisions. Duties include work layout, scheduling and inspection of subordinates' work. This employee may also function as a Wastewater Plant Operator or operator of the Lake Winona Pumping Station.

ESSENTIAL FUNCTIONS OF THE JOB:

- Supervises subordinates operating the wastewater system facilities
- May work as an operator in the day to day operation of the wastewater treatment plant, sewerage system and Lake Winona Pumping Station
- Performs related work as required

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Pre-Treatment Coordinator, Sewer Crew Foreman, Sewer Operators, Maintenance I & II, and the Night Watchmen positions for the City of Winona. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. May effectively recommend hiring; assigning, directing and rewarding work; suspend; discharge; discipline for just cause (written reprimand); evaluates performance; and demote.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION AND EXPERIENCE:

- High School Graduate or hold GED certificate
- Two year vocational training in mechanics or related field
- Class "B" Wastewater Treatment Plant Operator's License is required by June 1, 2001
- Class "B" Commercial Driver's License
- Knowledge of the materials, methods and equipment commonly used in wastewater treatment and sewerage system
- Knowledge of the Wastewater Treatment Operations
- Ability to schedule subordinates, layout, direct and supervise the work to which assigned

LANGUAGE SKILLS:

- Ability to prepare daily and monthly reports
- Ability to explain work tasks
- Ability to read and interpret state guidelines and manuals relating to equipment operations
- Ability to verbally communicate in English with co-workers and the general public

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Ability to understand chemistry and biological wastewater treatment

OTHER SKILLS AND ABILITIES:

- Ability to operate heavy equipment such as front end loader, sludge spreading equipment, vactor and rodding machine
- Ability to make decisions on plant remodeling
- Ability to fill in at any position in the Treatment and Plant Operation and Collection System
- Knowledge of the materials, methods and equipment commonly used in wastewater treatment and sanitary sewer systems
- Thorough knowledge of the functions and servicing of wastewater treatment plant equipment including all the electrical equipment required to operate a wastewater treatment plant and sewerage system
- Ability to work safely and directly with others in working around dangerous chemicals such as chlorine and sulfur dioxide

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- Considerable knowledge of the biological treatment of wastewater
- Knowledge of OSHA Regulations governing WWTP operation such as confined entry, lock out-tag out, dangerous chemicals, etc.

CERTIFICATES, LICENSES, REGISTRATIONS:

- High School Graduate or hold GED certificate
- Two year vocational training certificate in mechanics or related field
- Class "B" Wastewater Treatment Plant Operator's License is required by June 1, 2001
- Class "B" Commercial Driver's License

MINIMUM QUALIFICATIONS:

- High School Graduate or hold GED certificate
- Two year vocational training certificate in mechanics or related field
- Class "B" Wastewater Treatment Plant Operator's License is required by June 1, 2001
- Class "B" Commercial Driver's License
- Knowledge of the materials, methods and equipment commonly used in wastewater treatment and sanitary sewer system

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job which include, but are not limited to, lifting manhole covers and castings, crawling down into a manhole, and working in traffic, the employee will frequently talk or hear. Employee occasionally may be required to stand; walk; sit; use hands to finger, handle or feel; climb or balance; reach with hands and arms; and taste or smell.

Employee occasionally lifts up to 50 pounds.

Specific vision abilities required to perform this job are close vision; distant vision; peripheral vision and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an

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employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts. Employee occasionally works in wet, humid conditions; is exposed to toxic or caustic chemicals; endures outdoor weather conditions and is exposed to the risk of electrical shock.

The noise level in the work environment is very loud.