

WASTEWATER SUPERINTENDENT

Job Description

General Statement of Duties: Employee is responsible for the operation, maintenance, and supervision of the Kremmling Sanitation District's sewage collection and treatment systems and reclaimed water system.

Supervision Received: Employee works under the general supervision of the Board of Directors. The Board of Directors evaluates performance on the basis of reports, conferences, and results achieved.

Essential Duties: Employee ensures compliance with all applicable Colorado Department of Public Health and Environment and Federal EPA regulations for the District's discharge and reclaimed water permits. Employee supervises professional, technical, skilled and unskilled workers engaged in the operation and maintenance of the treatment and collections facilities, laboratory, and reclaimed water system.

Examples of Duties:

The examples in this list are not all-inclusive, but serve as a general outline of the duties and responsibilities of the employee. They serve to provide a base of operations and may be modified, as needed, to continue to meet organizational goals and objectives.

- Plans, supervises, and reviews the daily work of personnel engaged in the District's operations.
- Trains and evaluates the work of subordinates.
- Establishes work standards and operating procedures.
- Establishes and implements safety procedures and standards.
- Assists in the design, redesign, and upgrading of plant facilities and equipment and collection system.
- Assists in formulating and implementing of program objectives for wastewater treatment and testing.
- Reviews treatment plant and collection system reports and logs laboratory analyses to assure that procedures and standards are followed correctly.
- Prepares and submits required monthly and annual regulatory reports.
- Assists the District Manager in formulation of budget items pertaining to operations.
- Writes and maintains records of operational activities and progress reports as required.
- Attends necessary seminars to keep up with governmental law changes for application in various aspects of the job.
- Attends all board meetings to provide monthly operations reports.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of the theories, principles, and practices of sewage treatment.
- Thorough knowledge of the operation and maintenance of collections and reclaimed water systems, which include sewage treatment plants, pumping operations and related facilities, equipment, buildings, and grounds.
- Considerable knowledge of federal, state and local rules, regulations and ordinances pertaining to sewage treatment.

- Considerable knowledge of the occupational hazards encountered and safety precautions necessary in sewage treatment system operations.
- Ability and organizational skills to effectively schedule and supervise the work of professional, technical, skilled and unskilled workers.
- Ability to organize data and present information and recommendations in clear and precise reports.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to oversee and interact with engineers and contractors performing system connections or system repairs, extensions or expansions.
- Be available for on-call rotation and occasional service call-outs and other emergencies.
- Collect samples and perform routine water and wastewater testing procedures on plant influent and effluent.
- Evaluate and interpret test results to determine necessary operational adjustments.
- Operate and maintain a combination jet-vac truck.
- Operate and maintain sewer main video camera equipment for main condition inspections.
- Operate sewer lift stations and force mains and provide associated maintenance.
- Basic knowledge of personal computers with the ability to use spreadsheets and word processing proficiently and submit electronic reports as required by the State.
- General knowledge of plumbing, mechanical, electrical and SCADA systems.
- Ability to read and understand maps, plans, profile design drawings, and as-builts of District facilities.
- Ability to develop and implement long-range capital plans related to growth and development in the District and for the repair or replacement of aging District facilities.

Working Conditions and Physical Requirements: The work area can involve a work environment indoors as well as outdoors, which could cause exposure to outdoor elements. Some areas can have loud noise, active machinery, high pressure fluid systems, electrical equipment, confined spaces, heights and depths, fumes, air borne particles, noxious gases, pathogens and various chemicals. The use of appropriate safety equipment will be mandatory in these areas to prevent hazardous contact.

Must be able to sit, stand, stoop, twist and bend at the waist, turn, kneel, squat, raise arms above shoulder height, grasp, reach, perform repetitive hand movements and fine coordination to work on equipment, have vision sufficient to service equipment, and have hearing in the normal range with or without correction. Must be able to transport self across the facility, ascend and descend stair steps, lift objects up to 50 pounds from floor level to waist height and wear and use appropriate safety equipment.

Education, Experience and Training: High school diploma (or acceptable GED). A degree from a university with specialization in civil engineering, chemistry, public health, or closely related field is preferred. Must possess administrative and supervisory experience in the sewage and treatment area, which included treatment plants and collection systems. Any equivalent combination of training and experience which provides the required knowledge, skills and abilities may be acceptable.

Additional Requirements: Possession of (or ability to obtain within 1 year) a Class B wastewater, Class 1 collections, and Class 1 distribution certifications issued by the State of Colorado. Possession of (or ability to obtain within 6 months) a valid commercial driver's license issued by the State of Colorado.