

## WATER/WASTEWATER SUPERINTENDENT

### CITY OF FOREST CITY JOB DESCRIPTION

Position: Water/Wastewater Superintendent  
Department: Water/Wastewater

Reports to: City Administrator  
Revision Date: August 2019

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#### **General Summary**

Plans, directs and coordinates activities of water and wastewater utilities. Manages, directs and coordinates a contract industrial wastewater treatment facility.

#### **Essential Job Duties**

- Plans and schedules daily water/wastewater utility construction, operation and maintenance activities. Consults with assistant superintendents and operators at daily staff meetings, covering work assignments, progress reports, safety issues, public relations, training and other subjects.
- Supervises department employees. Interviews, hires, evaluates, disciplines, and terminates employees as necessary. Calculates and certifies payroll hours for department. Establishes employee training programs. Plans, schedules and selects required educational programs through local colleges and state universities for employee operator certification renewal / upgrade.
- Represents the Water/Wastewater Department with the public. Conducts tours and gives speeches as part of the public education program. Prepares utility information and updates for television, radio and newspapers. Prepares public notices relating to water quality, health advisories, construction and maintenance activities.
- Acts as purchasing agent for water and wastewater utilities. Solicits quotes, orders equipment, parts and supplies, and approves all invoices.
- Prepares a variety of analytical and record-keeping reports mandated by state and federal law.
- Plans, coordinates, and directs a laboratory quality assurance program by scheduling, directing, and evaluating laboratory procedures and methods.
- Advises Mayor and City Council on matters relating to water and wastewater utilities. Attends City Council meetings and committee meetings. Answers questions, prepares oral and written presentations.
- Plans, coordinates, and directs a biosolids management program.
- Prepares and submits annual utility budgets and fiscal reports.
- Plans, and coordinates utility infrastructure improvement projects. Meets with consultants to prepare permits, plans and specifications. Oversees construction activities. Updates utility infrastructure maps and data using a computer and computer-aided design program. Interprets blueprints and drawings for infrastructure maintenance and construction.
- Reviews and approves building permits.
- Completes, submits, and files hazardous material Tier II reports to comply with Environmental Protection Agency (EPA) requirements of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA).
- Assists City Attorney in drafting and enforcement of municipal ordinances relating to water and wastewater utilities.
- Provides a variety of management services for Industrial Wastewater Treatment Facility, including data collection, analysis and interpretation, and reporting; and administration of a two-cell waste stabilization lagoon.

## **WATER/WASTEWATER SUPERINTENDENT**

- Plans, coordinates and directs monitoring of drinking water to comply with the Safe Drinking Water Act, and monitors wastewater discharges to comply with the Clean Water Act. Schedules monitoring assists with sample collection and manages data collection.
- Reads trade journals, congressional and legislative reports, and attends seminars and conferences in order to interpret, assess, and evaluate environmental regulations.
- Other duties as assigned.
- Must be able to meet a 15-minute response time.

### **Knowledge, Skills, & Abilities Required**

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

- Knowledge of the principles and procedures of water and wastewater treatment, including a fundamental knowledge of chemistry, biology, equipment, laboratory processes, established controls and regulations.
- Ability to safely operate water and wastewater treatment laboratory and monitoring equipment, and to interpret and analyze results thereof. Ability to safely operate equipment associated with water and wastewater utility operation and maintenance.
- Ability to plan, schedule, direct and supervise the work of others, including the ability to perform personnel duties such as preparing payroll hours, interviewing prospective employees, coordinating safety classes, and training employees.
- Knowledge of business aspects of utility management, including accounting, forecasting, marketing and spreadsheet analysis. Knowledge of and ability to research and comprehend complex state, federal and local regulations and legislation, relating to water and wastewater utilities.
- Ability to interact with the public and media in a professional and courteous manner.
- 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, mathematical and financial information.
- Ability to maintain records and prepare reports according to state and federal requirements.
- Ability to operate standard office equipment, including a computer.
- Ability to safely perform a variety of physical movements, including bending, stooping, kneeling, lifting, twisting and walking. Ability to safely walk across uneven terrain, slippery surfaces and climb stairs. Ability to safely lift and carry objects weighing over 20 pounds. Ability to safely drive a vehicle. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

### **Entry Requirements**

High school diploma or G.E.D required. Ten years experience in water and wastewater utility management operation and maintenance, five years of which must have been in a supervisory capacity; or an equivalent combination of training and experience. Requires Iowa Commercial Driver's License (Class B), with tanker endorsement. Requires possession of a State of Iowa Grade 2 Water Treatment, Grade 2 Water Distribution, and Grade 3 Wastewater Certification. Wastewater Collections is included in the Wastewater Certification.

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### **Work Environment**

Most of the work is performed indoors in an office; setting however, approximately 25% of the work is performed outdoors in sometimes adverse weather conditions. The work environment can present heat, cold, humidity, dirt, snow and ice conditions, extreme noise, fumes, odors, dusts, mists and gases. Work involves periodic lifting and carrying of chemical containers, valves, pumps, and other construction, maintenance or safety equipment weighing more than 20 pounds.

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- 1) Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
- 2) All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- 3) Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying 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.