

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	None	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Water Pollution Control Facility	DEPARTMENT NUMBER	815
REPORTS TO (TITLE)	Director of Public Works	JOB FAMILY	Public Works
PAY GRADE	11	DATE OF LAST REVIEW	April 2024

NATURE OF WORK
The fourth level in the Wastewater series oversees the Ottumwa Grade IV Activated Sludge facility and its pump stations, ensuring compliance with the Iowa Department of Natural Resources and NPDES Permit guidelines. Operating with autonomy, the Wastewater Superintendent collaborates with the Director of Public Works, provides necessary reports, and manages the plant's financial operations. With a thorough understanding of local, state, and federal wastewater regulations, this role supervises the workforce, ensuring the facility meets all standards. The Superintendent responds to emergencies at the treatment plant when needed, which may include nights and weekend availability.

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Plans and organizes wastewater plant operation, maintenances, repairs, and laboratory activities in order to maintain consistent and efficient treatment;
2.	Oversees laboratory tests as necessary to maintain an efficient and properly operating WPCF in compliance with federal, state, and local laws;
3.	Conducts performance evaluations and assists in the training of all wastewater personnel to ensure compliance with policies and procedures and a healthy and safe work environment. Reviews and submits timesheets to payroll. Makes hiring, termination, and disciplinary recommendations;
4.	Coordinates with other city departments as necessary for the operation and maintenance of the wastewater plant and parts of the levee storm station and gate well structures;
5.	Prepares/assists, manages, and monitors annual budgets and expenditures to cover improvements, salaries, supplies, and equipment;
6.	Performs DNR/EPA and other agency required inspections of various properties and facilities;
7.	Develop and maintain effective relationships with industrial and commercial customers, agencies having control over, or interest in waste water activities;
8.	Manage and monitor Combined Sewer Overflow's

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

SUPERVISORY RESPONSIBILITIES
Evaluates and signs performance reviews, approves timecards, conduct job interviews, rewards/disciplines, etc. regular, part-time and/or contracted employees;

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Associates degree in a technical field related to wastewater plant operations or closely related field, such as engineering, mechanical science, chemistry or biology;

AND

Four (4) years of operational experience in a Grade I plant or higher in wastewater;

AND

Two (2) years of direct responsible charge in a Grade 3 or higher plant.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

Bachelor's degree or higher is preferred

LICENSING / SPECIAL REQUIREMENTS

Grade IV Wastewater Plant Operator's Certification

- Required within 6 months of appointment

Valid Driver's license

- Possess and maintain valid Commercial Driver's license "Class B" along with Air Brake restriction removed and tanker endorsement added
- Must obtain within six months of appointment (dependent on availability of training program)

SKILL / ABILITIES REQUIREMENTS

- Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods;
- Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment;
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods;
- Development of equipment and material specifications and analyzing plant effectiveness and efficiency;
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance;
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications;
- Knowledge of the practical application of engineering science and technology;
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources;
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology;
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).

PHYSICAL REQUIREMENTS

Positions in this class typically require: fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Ability to wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection and / or hard hats.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY

DATE	COMMENT
August 2023	Draft prepared by AS
November 2023	Updated per PDQ by BC
April 2024	Updated per departmental feedback by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.