

# JOB DESCRIPTION

DATE PREPARED: January 2017

**JOB TITLE:** ASSISTANT PLANT SUPERINTENDENT  
**DEPARTMENT:** Water Pollution Control Facility (WPCF)  
**REPORTS TO:** Superintendent  
**GRADE LEVEL:** XI  
**STATUS:** F/T, Regular, Non-Exempt  
**SCHEDULE:** M-F, 7:30AM – 4:00PM - 40 Hrs/week, ½ hour lunch period  
Plus availability during times of emergency, 24/7.

## 1. **SUMMARY**

Performs complex supervisory, administrative and professional work in planning, organizing, directing, and supervising the Sewer Department, in the ongoing operations, maintenance, repair and emergency response of the treatment plant and collection system. Performs other duties as assigned by management.

Work is performed under administrative direction.

## 2. **SUPERVISORY RESPONSIBILITIES**

Position is responsible for supervising 8 employees.

## 3. **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Office       Other – Explain: 50% of work is performed in field.

- Frequently required to stand, walk, talk, hear, sit, and balance.
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
- Physical agility to traverse rough terrain, take measurements, climb into structures and safely work in and around construction equipment and motor vehicles.
- Frequently must lift, move and carry up to 50 pounds and occasionally up to 80 pounds.

## 4. **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Conducts regular facilities inspections, noting the need for maintenance and repair work; coordinates repairs with appropriate personnel.
- Responsible for development and implementation of a comprehensive preventative maintenance program for sewer lines, pumps and other equipment.
- Assists with oversight of the maintenance, operation and repair of municipal pump stations, sewage collection system appurtenances, specialized equipment such as sewer televising system and jet/vac truck, and all other wastewater treatment equipment.
- Assists with enforcement of regulatory standards and permit requirements related to wastewater treatment operations. Duties may include analyzing operational data, initiating corrective action and preparing compliance documentation.
- Participates in and provides input on facility planning studies, project designs and construction coordination.

- Assists, as required, with completing final inspections and repairs of sanitary sewer utilities.
- Assists, as needed, with responding to inquiries and complaints regarding wastewater and initiating action to resolve valid complaints and requests.
- Maintains a variety of plant records as required by local, state and federal regulations.
- Ensures proper safety practices are followed. Evaluates, coordinates and assures implementation of technical and safety training program for all personnel.
- Regulates and adjusts motors, pumps, blowers, valves and other apparatus to meet changing operating conditions.
- Recommends the purchase of equipment, supplies and other inventory. Assists in the procurement and use of outside contractors for maintenance and repair work in accordance with Township purchasing policies and procedures.
- Oversees grounds maintenance activities including mowing grass, snow removal, salting, collecting garbage, picking up debris, etc.
- Performs duties of Superintendent in his absence.
- Makes recommendations to Superintendent concerning operations and personnel utilization.
- Keeps track of major chemical inventories (sodium hypochlorite, sulfur dioxide, wet & dry polymers). May assist in conducting bacteriological and chemical tests required by state and federal regulations.
- Stays abreast of new technology and issues relating to waste water collection and treatment including the machines, equipment and material used in such treatment.
- Supports Township policies and procedures.
- Supports the Township's policies on Anti-harassment and discrimination and is a role model to staff regarding appropriate behavior in the workplace.
- Maintains effective working relationships with employees, management, regulatory agency officials and the general public.
- Performs related tasks as required.

#### **5. KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the processes and equipment used in wastewater treatment including basic hydraulics, structural analysis, and chemical, bacteriological and biological processes and of recent developments in the field.
- Knowledge of laboratory procedures used in the various analyses used in the testing required for regulatory compliance.
- Ability to become familiar with NJPDES requirements.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial action. Ability to diagnose and alleviate pumping, treatment, storage and water conditions problems.
- Ability to delegate authority and communicate effectively with staff concerning technical wastewater treatment processes.
- Ability to direct day-to-day activities and staff and supervise the performance of their work. Duties may include hiring, training, counseling, evaluating staff performance and when necessary disciplining staff.
- Ability to interpret a variety of technical instructions.
- Ability to read and understand construction drawings.
- Ability to prepare work schedules, reports, and budgets.
- Ability to prepare and maintain records and files.
- Ability to utilize types of electronic and/or manual recording and information systems used by the office.
- Ability to prioritize tasks and utilize personnel efficiently.
- Assume the responsibilities of Superintendent in his absence.
- Ability to establish and maintain positive effective working relationships with employees, contractors, engineers, management, regulatory agency officials and the general public.

- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.

**TECHNOLOGY:**

Position requires a working knowledge of computers, specifically Windows XP, MS Office Suite (Word, Excel & Access) and the ability to learn new software.

**6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

**Education:** Any combination of education and experience equivalent to graduation from high school supplemented by training courses in wastewater treatment, sanitary, environmental, civil chemical or mechanical engineering and management studies at an accredited college or university. College degree preferred, but not required.

**Licensing &/or Certifications:** Possession of an S- 3 License issued by the State of New Jersey is required.

**Experience:** Four to six years of experience at a wastewater treatment plant with some supervisory experience desirable.

**Special Requirements:** Obtain a CDL Class B license with air brakes endorsement within 1 (one) year of employment. Required at various times to be available for after-hours emergency situations.

**7. SUCCESS FACTORS**

- Demonstrates professionalism and accountability.
- Practices and promotes integrity and ethical behavior.
- Takes initiative to identify and analyze problems; generates alternative solutions. Takes appropriate risks that lead to improved work practices.
- Demonstrates and promotes high standards for quality and productivity; focuses on results.
- Flexible
- Reliable
- Dependable
- Adaptable
- Hard working
- Calm in stressful situations
- Understands Public Service Environment
- Understands Team Behavior
- Communicates Well
- Understands, Values and Promotes Diversity