



LIVINGSTON NEW JERSEY

JOB DESCRIPTION

JOB TITLE: SUPERINTENDENT OF SEWER OPERATIONS
DEPARTMENT: Sewer/Water Pollution Control Facility (WPCF)
REPORTS TO: Township Engineer
GRADE LEVEL: I6
STATUS: F/T, Regular, 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**

Responsible for the administration, operation, repair and maintenance of a 4.6 MGD tertiary treatment plant and sanitary collection system. Exercises direct authority over all plant personnel in accordance with approved policies and procedures.

Work is performed under general direction.

2. **SUPERVISORY RESPONSIBILITIES**

Position is responsible for direct reports of the Assistant Superintendent, Maintenance Supervisor and Foreman Sewer Systems. Also responsible for the supervision of all departmental staff.

3. **PHYSICAL DEMANDS AND WORKING CONDITIONS**

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

- Frequently required to stand, walk, talk, hear, sit, climb, balance, kneel, crouch, crawl, and smell.
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
- Frequently must lift, move and carry up to 50 pounds and occasionally up to 80 pounds.
- Ability to regularly work in outside weather conditions which may include exposure to heat, cold, wet, snow, or humid conditions.
- Frequently works near moving equipment and occasionally exposed to fumes, airborne particles, vapors, mists, and toxic or caustic chemicals.

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.

Technical Oversight

- Maintain required licensure and comply with NJ State System Operator Requirements; NJAC 7:10A.
- Responsible for the treatment and quality of the effluents discharged from the sewage treatment plant.
- Performs laboratory analyses including, but not limited to: Temperature, PH, and Chlorine Residual. Ensures that the Township laboratory is complaint with all DEP Office of Quality Assurance requirements
- Ensures that all required sampling is taken on-time and sent to a certified laboratory for analysis.
- Prepares sewer and plant capital and operating budgets and submits recommendations to the Township Engineer. Controls expenditure of budgeted funds and requests approval for major expenditures.
- Prepares specifications for major equipment and material purchases, upgrades and improvements.
- Makes regular inspections of the equipment and facilities.
- Supervises the establishment and maintenance of records and files.
- Analyzes plant and laboratory records and logs and directs the adjustment of processing methods to improve plant efficiency.
- Prepares reports on collection system and plant operations for submission to superiors and regulatory agencies.
- Plans and oversees the short and long-range collection system and plant maintenance program; deals with vendors to obtain parts and supplies.
- Establishes goals, objectives, maintenance manuals, standard operating procedures and long term plans for self and division; coordinates goal setting of sewer operations; communicates and implements goals of administration pertaining to sewer operations.
- Plans and recommends the improvement of sewer facilities through the acquisition and installation of improved equipment and through the use of improved techniques and processes.
- Develops and enforces safety and other procedures and regulations.
- Administers contracts, working with consultants and contractors to maintain, repair or upgrade wastewater collection facilities.
- Attends TRAC meetings to advise applicants regarding sewer lines, connections, and other sewer related issues. Inspects and approves sewer connections for residential and commercial applications.
- Compiles daily, monthly, quarterly and annual reports required of the Township and the appropriate regulatory agencies.

Leads Staff

- Schedules, assigns, supervises and observes the work of employees engaged in the operation, maintenance and repair of the wastewater treatment plant and collection system.
- Confers with engineering personnel to improve the effectiveness of the plant.
- Plans and organizes employee training programs.
- Maintains employee-training records to comply with State safety programs.
- Establishes goals, objectives and long term plans for self, department and supporting staff.
- Evaluates employee performance and enforces discipline if required. Conducts regular appraisal and feedback sessions and recommends areas for improvement. Provides coaching and mentoring to staff.
- Establishes monthly staff meeting schedule and develops meeting agenda for disseminating information. Reinforces Township policies and acceptable behaviors.
- Supports the Township's policies on anti-harassment and discrimination and is a role model to staff regarding appropriate behavior in the workplace.
- Interviews applicants and recommends promotions.
- Performs related tasks as required.

5. **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the processes and equipment used in wastewater treatment and collection including construction, hydraulics, structural analysis, and chemical, bacteriological and biological processes. Keeps up-to-date on recent developments in the field.
- Knowledge of laboratory procedures used in the various analyses for required regulatory compliance testing.
- Knowledge of managerial, administrative and accounting practices and procedures involved in successful plant operation, industrial wastes, and their effects on the treatment processes and equipment.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial action.
- Ability to delegate authority and to plan, layout and supervise the activities of workers and communicate effectively with them concerning technical wastewater treatment and collection processes.
- Ability to provide assignments and instructions to assigned employees and supervise the performance of their work.
- Ability to communicate effectively with plant employees, government officials, and the general public.
- Ability to interpret a variety of technical instructions.
- Ability to prepare work schedules, reports, and budgets.
- Ability to maintain records and files.
- Ability to develop employee performance standards and evaluate staff.
- Ability to establish and maintain positive effective working relationships with employees, 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.
- 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, wastewater collection, environmental, civil chemical or mechanical engineering and management studies at an accredited college or university. College degree preferred, but not required.

Licensing &/or Certifications: Must have obtained the following and maintain licensing and certifications through on-going training/education:

- S- 4 Wastewater Treatment
- C-3 Wastewater Collection Systems

Experience: Five years of experience in a management level at a wastewater treatment plant and collection system including extensive supervisory experience; experience in both oral and written communication.

Special Requirements: Possession of a driver's license valid in the State of New Jersey. Must obtain CDL license within 1-year of employment.

7. **ACKNOWLEDGEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to constitute an exhaustive list of all responsibilities, duties,

and skills required of employees classified in this job.

I have reviewed and understand the above Job Description.

Employee Name (Please Print)

Employee Signature

Date