



## JOB DESCRIPTION

Title: **WASTEWATER SUPERINTENDENT**  
Department: Public Works/Wastewater  
Class Code: 1533  
FLSA Status: Exempt  
Effective Date: July 1, 2019

### GENERAL PURPOSE

Under general supervision from the Public Works Director, performs a variety of administrative and supervisory responsibilities in assuring efficient services of the Murray City Wastewater Division.

### ESSENTIAL DUTIES

- Manages the day-to-day operations of the wastewater division; establishes priorities and sets goals for the division consistent with the identified priorities; monitors the progress of the various work assignments; establishes procedures to manage unanticipated or emergency situations and needs.
- Assists the Director in hiring, training, disciplining and evaluating employees.
- Assists with planning and organizing the wastewater division in short-term and long-term needs.
- Assists in the preparation of the budget and manages the day to day division expenditures.
- Represents the City in various City and inter-agency meetings; is a member of and represents the City in the Water Environment Federation (WEF) and the local Water Environment Association of Utah (WEAU).
- Compiles various reports such as, the divisions annual wastewater system report, municipal wastewater planning report, wastewater master plan, impact fee facilities plan, collections system management plan, emergency operations plan and keeps the Wastewater Division construction specifications book current.
- Provides technical assistance and consults with other departments on matters pertaining to wastewater standards and best maintenance practices.
- Supervises and oversees wastewater compliance with the City's wastewater management plan according to our NPDES permit requirements.
- Performs an annual audit of a portion of the management plan and makes the necessary adjustments as identified in the audit.
- Assesses requests for sewer billing adjustments and authorizes changes when warranted.
- May serve as the City's representative on various intergovernmental boards, committees or Panels.
- Attends various meetings as a City representative with Central Valley Water Reclamation Facility.

- Performs other duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's degree in environmental science, civil engineering, or business management, plus (3) years of experience in a Public Wastewater related field, at least two (2) of those years must have been in a supervisory capacity or any equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver License.
- Responds to emergency calls 24 hours a day.
- Must possess an unrestricted, State of Utah, Wastewater Collection Operator, Grade IV Certificate with a DRC designation.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of wastewater collections systems; principles of supervision; construction techniques; standards and requirements for sewer pumping stations; safety and hazard precautions associated with working in trenches, confined spaces etc.; State and Federal regulations pertaining to the installation and maintenance of sewer collection systems; water quality laws, wastewater sampling methods and regulations; budgeting preparation and fiscal management; a working knowledge of conflict resolution and interpersonal communication skills.
- Ability to analyze sewer systems, identify problems and determine successful solutions; quickly assess conditions and make decisions in emergency situations where consequences of error could be costly; communicate effectively both verbally and in writing; clearly communicate vision, goals and to staff personnel; evaluate employee performance and motivate personnel as needed; communicate, support and enforce City policies, procedures, regulations, and standards equally; develop effective working relationships with City administration and other elected officials.
- Working knowledge of the City's wastewater ordinances, Central Valley wastewater rules and regulations, as well as methods of enforcement.

## **TOOLS & EQUIPMENT USED**

- City vehicles.
- Computers, both desk and laptop, tablets, cell phones of various types and abilities, copiers, printers, fax machines and the use of Microsoft programs.
- City Works service request and work order system.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, walk and talk or hear. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_