

CITY OF HASTINGS JOB DESCRIPTION

UTILITIES SUPERINTENDENT

Supervised By: City Manager or their designee

Supervises: Utility employees as assigned

FLSA Status: Exempt

Position Summary:

Under the supervision of the City Manager or their designee, supervises, directs, and actively participates in the operation and maintenance of the activated sludge wastewater treatment plant, sewer collection systems, water filtration treatment plant, water distribution system, and related facilities to ensure full and continuous compliance with all local, state, and federal regulatory criteria. Serves as the EGLE-certified operator for either water or wastewater.

Essential Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supervises, plans, and coordinates the operation, maintenance, and repair of the wastewater treatment plant, lift stations, and related pumps, meters and facilities. Plans and coordinates wastewater treatment plant staff work schedules, prioritizes projects, and coordinates activities with other City departments.
2. Supervises, plans, and coordinates the operation, maintenance, and repair of the water treatment plant, distribution system, and related pumps, meters, and facilities. Plans and coordinates water plant staff work schedules, prioritizes projects, and coordinates activities with other City departments.
3. Ensures employees are properly trained in operations and safety procedures in water and wastewater treatment methods, practices, and procedures to ensure compliance with the NPDES permit and all other EGLE requirements. Assures compliance with OSHA standards and requirements.
4. Responsible for ensuring timely preparation and submission of all necessary documentation to state, federal or other regulatory agencies as required for operation of the water treatment plant, water distribution system, wastewater treatment plant, and wastewater collection system.
5. Establishes and maintains effective relationships with citizens, community groups, employees, vendors, and other interests. Represents the department at meetings and in communications with engineers, regulatory agencies, and consultants. Responds to public inquiries and complaints, and assists the public as needed. Develops and

- implements programs and activities designed to promote and improve the perception of the water and wastewater plants.
6. Develops the initial annual water and wastewater plant operating and capital budget requests for review by the City Manager. Ensures expenditures are maintained within the approved budget parameters. Proposes water and wastewater plant purchase requests.
 7. Ensures compliance with applicable state, federal, and local regulations and discharge permits for the wastewater plant. Oversees lab analyses and procedures to ensure compliance with the NPDES permit and all other EGLE requirements for the water and wastewater collection, distribution, and treatment facilities. Provides technical lab support and oversight of the QA/QC programs for the above facilities.
 8. Supervises regular housekeeping of buildings and entire plant areas. Maintains cleanliness of lab and restroom areas. Ensures regular removal of snow and ice from walkways, roads, and exterior plant equipment.
 9. Supervises and participates in the preparation of plant records and reports. Prepares monthly and annual operating reports on water and wastewater facility performance and submits to state agencies as required.
 10. Inspects equipment and facilities on a daily basis. Maintains a comprehensive preventive maintenance program and assigns or performs ongoing maintenance and repair tasks. Keeps records of plant performance and conducts tests to evaluate conditions.
 11. Performs field inspection of contractors and DPS staff as needed.
 12. Supervises and administers an IPP program in accordance with Chapter 82 of the City of Hastings Code of Ordinances.
 13. Supervises and administers a Mercury Minimization Plan.
 14. Supervises and administers a Septage Receiving Plan.
 15. Supervises and administers the MISS DIG program.
 16. Supervises and administers the cross-connection prevention program. Develops procedures and ensures potential cross-connections are adequately prevented.
 17. Investigates pollution incidents, system malfunctions, and service complaints. Reports incidents to the City Manager and regulatory agencies.
 14. Keeps abreast of changes in technology, regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree with major coursework in biology, environmental science or other applied sciences and five years of progressively more responsible experience in water plant and wastewater plant operations and supervision, or an equivalent combination of education and experience. A Bachelor's Degree is preferred.
- The City, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan D-2 and S-2 water certifications within three years of hire (or) a Class B wastewater certification.
- Michigan Commercial Driver's License B with air brakes endorsement.
- Substantial knowledge of the chemical and physical processes involved in the treatment and distribution of municipal drinking water.
- Knowledge of the equipment, materials, chemicals and other supplies used in water treatment and distribution.
- Skill in compiling and maintaining operating and laboratory data and reports.
- Experience and skill in laboratory procedures.
- Skill in implementing policies and procedures to properly and efficiently treat and distribute water within regulatory guidelines.
- Knowledge and background in the machines, equipment, materials, safety precautions, instrumentation/integration, pumps, hydraulics, electrical systems and mechanical systems associated with wastewater treatment.
- Thorough understanding of modern wastewater treatment processes including chemical applications and new treatment techniques, backup systems including automatic transfer systems and generators.
- Knowledge of the public health and safety requirements and regulations regarding the operation of a municipal wastewater treatment plant.
- Skill in the inspection and maintenance of mechanical equipment, pumps, and related

facilities.

- Skill in planning and implementing preventive maintenance programs, and inspecting and maintaining mechanical equipment, pumps, and related facilities.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, vendors, contractors, other public utility professionals, administrators, regulators and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, maintenance and asset software, SCADA and other software specific to the department; and the ability to master new technologies.
- Ability to effectively communicate ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, vendors, contractors, other water utility professionals, administrators, regulators and the public.
- Ability to respond to emergencies on a 24/7 basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of moderate to heavy weight while working in the plant.

While performing the duties of this job, the employee typically works in the water or wastewater plants but must travel between locations using a motor vehicle. The noise level in the work environment varies from quiet to loud.

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The City of Hastings provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.