



Wastewater Treatment Plant Superintendent

The City of Perkins is accepting applications for a full-time Wastewater Treatment Plant (WWTP) Superintendent. Reporting to the City Manager, the WWTP Supervisor coordinates and directs the wastewater treatment plant and its operations. The superintendent must be licensed as required by state and federal regulations; must interpret and ensure compliance with all federal, state, and local laws and regulations regarding public water usage and sewage disposal; and must be able to direct staff to comply with same.

This is an independent and responsible position that includes planning, directing, budgeting, managing and overseeing the activities and operations of the wastewater treatment plant, including staffing, facilities, equipment, testing, reporting, and budgeting. This position is responsible for coordinating assigned activities with other City departments and outside agencies. The superintendent will plan, direct, supervise and coordinate the work of WWTP employees. The superintendent will also perform a variety of water and sewer line maintenance and repair, grounds keeping, parks, and right-of-way maintenance functions.

Responsibilities of this position include, but are not limited to, performance of a variety of chemical and bacteriological analyses relevant to wastewater treatment plant operations, including sludge and various process control samples; monitoring the functionality of the wastewater treatment plant; maintaining related equipment and machinery; and producing and storing reports and data. Additional duties include manual labor of more than ordinary difficulty, which often involves the use of acquired skills, as well as the use of manual and power equipment. Training will be provided to the successful candidate.

This is a full-time, exempt position. The City of Perkins offers excellent benefits including health, dental, vision, and retirement, with optional life insurance, disability, and accident/disease coverage as well as paid holidays, vacations, and sick leave.

Hours: Regular attendance and punctuality are required. The regular workweek for employees is Monday-Friday, 8 a.m. – 5 p.m. Employees categorized as exempt are expected to work those hours necessary for successful accomplishment of the tasks within their areas of responsibility. Due to the nature of the position, unforeseen circumstances will often necessitate work during evenings, nights, weekends, and/or holidays.

Job Location: Primarily at the Wastewater Treatment Plant

Requirements:

- High School Diploma or GED
- No disqualifying criminal convictions
- Valid Oklahoma driver's license and acceptable driving record based on City of Perkins specifications
- Experience in a wastewater setting
- Perform work safely in accordance with City safety policy and procedures and specific departmental, state, and Federal safety procedures
- Self-starter; must be able to complete tasks as assigned unsupervised and to take initiative
- Basic math proficiency
- Clear and concise communication skills
- Basic computer skills such as typing and knowledge of Excel and Word software
- Possession of Class "C" Water & Wastewater Operator's certifications from the Oklahoma Department of Environmental Quality

Preferred:

- Five years of proven full-time work experience
- Three or more years of experience in a wastewater treatment plant setting

Key Duties:

- Provides courteous, efficient, and friendly service to all citizens.
- Selects, orientates, trains, assigns, schedules, coaches, and disciplines WWTP employees; communicates job expectations; plans, monitors, appraises and reviews job contributions.
- Supervises employees to ensure adherence to quality standards, deadlines, policies, and proper procedures; corrects errors or problems.
- Provides effective leadership, direction and vision in the comprehensive development of the overall plan of programs and services of the WWTP.
- Advises the City Manager on major policy decisions affecting the WWTP department and City infrastructure systems; and assists and advises staff members on special and technical problems.
- Working closely with the City Manager and Finance Director, develops long-term strategic plans for the department
- Monitors the department annual budget, approves purchase requests and material expenditures and makes recommendations regarding staffing requirements.
- Represents the City of Perkins in dealing with other governmental agencies, contractors, elected officials and the general public.
- Develops operating policies and program administration procedures.
- Prepares reports and completes record-keeping procedures as required and/or necessary.
- Receives and investigates complaints.
- Operates office equipment such as fax machines, copiers and phone systems and uses computer for spreadsheets, word processing, database management and other applications; learns to operate new technologies as they are developed and implemented.
- Collects and stores samples necessary for required wastewater analyses; analyzes for contamination using a variety of Environmental Protection Agency-approved methods and procedures; interprets test results
- Records information, results, and procedures on tests run; prepares monthly reports for State Department of Environmental Quality
- Monitors plant compliance with State and Federal treatment regulations; informs City Manager of procedures, analysis results or trends that could result in any violation of regulations.
- Performs required process control and quality assurance testing according to the National Pollutant Discharge Elimination System permit
- Ensures analytical precision of laboratory results is achieved through Quality Assurance/Quality Control process.
- Maintains laboratory and related equipment; maintains records on equipment service, usage, and repairs; monitors inventory of laboratory supplies and prepares reagents from base chemicals.
- Conducts laboratory tests for other City Departments as requested.
- Performs regular inspections, monitors plant equipment and undertakes custodial duties as required.
- Performs repairs and maintenance on sanitary sewer collection and treatment systems.
- Operates a variety of equipment and machinery including, but not limited to, riding and walk-behind mowers, power tools, backhoe, dump truck, industrial chipper, tractor, sewer jetter, etc.
- Performs repairs and maintenance on water storage, production, and distribution systems; sanitary sewer collection and treatment systems; and storm water drainage systems.
- Performs other duties as assigned.
- Performs physically demanding work including lifting up to 50 lbs., climbing and working off ladders, working in confined spaces, digging, loading/unloading, and working outdoors in all types of weather.

The duties listed above 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.

Post-Offer Requirements:

- Criminal history/sex offender check
- Driving record check
- Drug screening
- Background check

Post-Hire Requirements:

- Periodic driving record checks
- Periodic drug screening

Environmental Hazards:

Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Some work will take place outdoors. Successful applicant is able to work in extreme heat, cold, and other weather conditions. A tolerance for loud noise and strong smells is required.

- Exposure to potentially hazardous chemicals in gaseous, liquid and powdered form.
- Exposure of tripping hazards of stairs, inclined walkways, gratings, as well as slippery surfaces during inclement weather.
- Exposure to laboratory chemicals (reagents) and bacteriological life forms commonly associated with wastewater and biosolids.
- Requires the wearing of appropriate safety apparel while working with various chemicals and reagents in the laboratory, treatment plant, electrical equipment and other worksites.
- Requires continuous attention and monitoring of safe working conditions and ensure that all safety standards are observed.
- Requires exposure to dusts and pollen, fumes/noxious odors, weather conditions, extreme noise levels, animal/wildlife, heights, close quarters, and disease/pathogens.

General Aptitudes and Physical Requirements:

Works according to set procedures.

Possesses mental acuity for attention to detail and accuracy.

Americans with Disabilities Act Requirements

PHYSICAL AND DEXTERITY REQUIREMENTS:

Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Must possess ability to distinguish color and color changes.

Requires medium-to-heavy work that involves walking, standing, stooping, stretching, lifting all of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis; exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 5-20 times/day. Must have ability to climb, work from ladders, and work in confined spaces.

Must be able to lift and load up to 50 pounds. Must be able to walk several miles as necessary. May require periods of prolonged standing or sitting and entering data into computer terminal.

Does related work as required involving street resurfacing and maintenance, sewer and water line repair and maintenance. This is routine work involving the use of some skills acquired by experience and on-the-job instruction.

Performs demanding physical work for extended periods of time under varying climatic conditions. Subject to weekend, holiday, and evening work.

Application Information

Applications are available at:

Perkins City Hall

110 North Main

Perkins, OK 74059

Between the hours of 8:00 a.m. and 5:00 p.m. Monday – Friday

or

download applications at www.cityofperkins.net

Resumes must be accompanied by a completed City of Perkins job application.

The City of Perkins is an Equal Opportunity Employer.