CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Superintendent of Plants** **E-PLAN**
SG:E2-13
DEPARTMENT: **Public Works** **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

The Public Works Superintendent of Plant Operations is responsible for management of the operation and maintenance of the City's water supply, water treatment, and wastewater treatment systems. This includes responsibility for water/wastewater treatment management, budgets, process control systems, quality standards, laboratory services, plant maintenance and repair activities and for overall supervision of supervisors and personnel in the plants, maintenance group for plants, lift and pump stations and laboratory group. The person in this position ensures that all federal, state, and local regulations are met and that departmental policies and procedures are followed to provide a safe, dependable and cost-effective operation of the municipal water and wastewater facilities. This position assists in establishing and implementing sound business practices, rates and long-range plans.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Director of Public Works - Operations. Work is performed under general supervision and the guidance of well-established Departmental and City policies and procedures as well as standards of the American Public Works Association (APWA), the American Water Works Association (AWWA) and the Water Environment Federation (WEF). Serves as a member of the Public Works management team. Supervises staff members who oversee the day-to-day operations of the Wastewater Treatment Plant, Water Treatment Plant, maintenance of plants, lift and pump stations, and laboratory services which monitor water and wastewater quality.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Supervises and directs the operation and maintenance of the City's Water and Wastewater Treatment plants; plants maintenance and laboratory group. Assists with oversight and management of the Water and Wastewater Plant funds.

2. Manages and provides overall supervision and direction to the operation and maintenance of the City's water system and the raw water supply system including the diversion structures, conduits, pipeline, and water courses.

3. Acts as the City's Water Treatment Manager by providing overall supervision for the operation and maintenance of the water treatment facilities including supply intake, screenhouse, filtration plant, pump stations, and reservoirs.

4. Manages and provides overall supervision for the operation and maintenance of the City's wastewater treatment plant, bio solids management, and lift stations.

5. Manages and provides overall supervision for laboratory services including water quality, wastewater, and environmental assessment.

6. Assists in utility business planning, rates, and billing management.

7. Plans annual work schedules and prioritizes projects taking into account the resources of the Department and the Public Works Department's overall progress and goals. Schedules preventative maintenance and emergency repairs.

8. Leads and provides overall coordination and supervision in the implementation of new rules, regulations, and standards and ensures compliance with all applicable policies and practices.

9 Responsible for personnel functions for areas supervised including organization plans, staffing, employee training and professional development, performance appraisals, disciplinary actions and final selection of employees.

10. Prepares annual budgets for assigned responsibilities and operates facilities and systems within fiscal constraints. Prepares recommendations for the annual capital improvement program.

11. Guides development with engineering and other resources of short and long-range water and wastewater plans and programs.

12. In conjunction with other personnel, leads and coordinates the Public Works - Plants Division public education and community relations activities.

ADDITIONAL WORK PERFORMED:

1. Performs project and committee responsibilities and serves as a member of the Public Works management team, and may act in responsible charge of the Operations Division, upon request.

2. Maintains professional and technical knowledge by attending courses, workshops, reviewing professional publications and current market trends.

3. Coordinates and performs consultant selection and liaison activities in support of the Public Works project manager and project management team.

4. Prepares contract proposals, cost estimates and construction specifications for construction contract work in the areas of assigned responsibility.

5. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough knowledge of water and wastewater treatment plant theory and operation including knowledge of maintenance practices, hydraulics, chemistry, laboratory testing, bacteriology, and microbiology.
- Thorough knowledge of both water and wastewater treatment plant process controls including knowledge of computerized systems and programs.
- Thorough knowledge of the field of operations utility engineering, including legal, technical and organizational aspects, as well as sources of current knowledge of the field.
- Strong knowledge and ability in fiscal management including cost analysis, budget development and analysis and asset management.

Skill in:

- Strong management skills including leadership, supervision, problem analysis, planning and organization and decision making, interpersonal sensitivity, adaptability/flexibility, stress tolerance, and time management.
- Excellent written and oral communication skills for working with a diversity of personnel, public officials, and citizens.

Ability to:

- Apply good judgment and problem-solving techniques to make reasoned, timely and consistent decisions on administrative matters and resolve technical problems.
- Maintain a high level of personal and professional integrity and honesty.
- Maintain current knowledge for assigned area and adapt to new technologies, keeping personal and team technical skills up-to-date and using technology to increase productivity.
- Plan, organize and execute programs.
- Lead and respond effectively in emergency, hazardous, or other high stress circumstances.
- Willingness to accept on-call status and be available to respond to on-call circumstances.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequent exposure to outdoor weather conditions;
  - Frequently communicate accurate information and ideas with others;
  - Mobility required for attendance at various meetings and for touring various work sites of Public Works projects throughout the City.

WORKING ENVIRONMENT:

Work is performed in an office environment and an outdoor field environment with frequent visits to Public Works project work sites throughout the City. The incumbent may be exposed to fumes, airborne particles and unfavorable outside weather conditions. The noise level is usually moderate in the office environment and loud in the field. Incumbent is subject to stress associated with project deadlines, competing requests and demanding internal and external customer service requirements. Business travel is required. This position has minimal to moderate physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's Degree in civil engineering, public administration, environmental sciences or related field.
- Minimum of five years of experience required in a comparable water and/or wastewater system involving automated systems. Must include two years of management experience with responsibility for operation and maintenance of treatment system(s), budgets, standards development; and supervision and training of laboratory, maintenance, and operations staff. Experience with full responsibility as an operations manager preferred.
- Minimum of three years supervisory experience required.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal background check.
- Must possess a minimum of one of the following Washington State Certificates of Competency at time of hire and be able to obtain the other within 30 months of hire:
  - Water Treatment Plant Operator IV
  - Wastewater Treatment Plant Operator IV
  - Water Distribution Manager IV

  Comparable certifications obtained in other states will be evaluated on a case-by-case basis.
- Must be willing and able to accept on call status and respond to emergency call out as needed.

NOTE: Substitutions for education and training requirements are available as outlined in:
Water Certification - Washington Administrative Code 246.292.060, 12/27/90;
Wastewater Certification - Washington Administrative Code 173.230.061, 10/23/87.

PREPARED: 5/10/82; Rev 7/23/84

REVIEWED BY: _____
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Public Works/Operations

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8/86
B. McCourt/R. Ardrey
C. Sellin
10/94
R. McKinley/T. Rosenberg/L. McGowan-Smith
4/04
G. Smyth, L. McGowan-Smyth
1/06
B. Bandarra, Eric Johnston, Angela Beatty
5/2014

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Ted Carlson
Director, Public Works