

CITY OF IOWA CITY - Job Description

Job Class #27-02

FLSA Exempt
Civil Service

Identification

Position Title: Assistant Superintendent - Wastewater

Department: Public Works

Division: Wastewater

Supervisor: Wastewater Superintendent

Job Summary

Assists in planning, directing, and supervising the operation and maintenance of the wastewater treatment plant, lift stations, and collection system. Coordinates industrial pretreatment program.

Job Scope

Directly supervises six to ten employees. Indirectly responsible for approximately twenty to twenty-five employees. Assists in the development of the budget and makes recommendations for purchases, capital items or additional employees during the annual budget process. Monitors expenditures during the year.

Essential Job Duties and Responsibilities

Prepares, reviews, compiles and maintains records and reports regarding division activities.

Plans, directs and coordinates industrial pretreatment program with significant local industries.

Assists in supervising, planning and directing daily operations and maintenance of the wastewater treatment plant, collection systems and related facilities.

Assigns and reviews work of support staff.

Instructs and advises support staff in methods and procedures.

Carries out staff disciplinary actions.

Responds to calls and complaints from residents and businesses.

Provides information and/or assistance, as needed.

Conducts inspection of local industries for compliance with federal and state environmental regulations.

Advises and confers with supervisor concerning division operating conditions and needs.

Conducts plant tours and **speaks** to interested groups on principles of wastewater treatment.

Assists in interviews, evaluations and selection of support staff.

Oversees compliance with discharge permits.

Generates Monthly Monitoring Reports for **review** and **submittal** to the Iowa Department of Natural Resources.

Approves purchases.

Resolves contract disputes and vendor and construction issues.

Develops bids and requests for proposals individually and with vendors, engineers and architects.

Assists with long term strategic planning of resources and staff.

Attends division and departmental meetings.

Compiles necessary data and **completes** annual 503 bio-solids land application report to Department Natural Resources.

Attends division and departmental meetings.

Reviews collection systems, engineering plans and preventative and corrective maintenance programs.

Creates proposals and documentation.

Prepares operation and maintenance manual for process controls, improvements and operator training.

Oversees safety and injury prevention and quality control.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. 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, or feel and talk and hear. The employee frequently is required to taste or smell. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds, and occasionally lift and/or move over 50 pounds with assistance. Specific vision abilities required by

this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, risk of electrical shock, and explosives. The employee is occasionally exposed to wet

and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; and outside weather conditions.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

Bachelor's degree from an educational institution accredited by a DOE recognized accreditation body required or an equivalent combination of education and experience required. Iowa Grade IV Wastewater Treatment Plant Operator certification required. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred Education, Experience and Certification

Five years of experience in wastewater treatment operations preferred.

Knowledge, Skills, and Abilities

Knowledge of microbiology, chemistry, environmental engineering, biological and chemical research methods, and basic electrical engineering. Skills in observing, evaluating, monitoring, and oral and written communication. Skill in the operation of the tools, materials and equipment used in the operation, maintenance and repair of wastewater collection systems. Ability to read and interpret blueprints, technical manuals, research journals and other written materials. Knowledge of federal and state environmental and safety regulations. Ability to operate office and industrial computer systems. Ability to perform mathematical calculations necessary to perform duties.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.