

City of Caldwell

Class Specification

Class Title	WASTEWATER TREATMENT PLANT ASSISTANT SUPERINTENDENT
Class Code Number	
FLSA Designation	Covered
Pay Grade	Level 10
Effective Date	October 2018

General Statement of Duties

Assists in a variety of first-line supervisory and technical tasks related to the operation, maintenance and repair of wastewater treatment equipment to ensure efficient operation of plant components and efficient processing of influent raw sewage; performs related work as required.

Classification Summary

The principal function of an employee in this class is to assist with the oversight of the day-to-day operations of the City’s Wastewater Treatment Plant (WWTP); perform a variety of first-line supervisory and technical tasks related to the operation, maintenance and repair of WWTP and field Lift Station equipment; and ensure efficient operation of plant components and efficient processing of influent raw sewage. The work is performed under the direct supervision of the Wastewater Treatment Plant Superintendent. Direct supervision is exercised over the work of all WWTP employees. An employee in this class performs the tasks of other employees in the WWTP as required or as assigned. In the absence of the WWTP Superintendent, an employee in this class may temporarily assume responsibility for tasks of the WWTP Superintendent. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the WWTP Superintendent, Public Works Director, Department Managers, City officials and employees, business owners, contractors, other government agencies, and the general public. The principal duties of this class are performed in a general office environment and an outside environment.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the oversight of the day-to-day operations of the treatment plant and collections system;
- Works closely with Superintendent to advance each other’s knowledge, share ideas on

developing staff members' knowledge and abilities, and counsels with Superintendent regarding personnel management, operational and maintenance strategy, and other work elements, mutually ensuring open dialogue and a team approach;

- Collaborates with Superintendent to ensure all processes and procedures comply with established federal and state regulations;
- Collaborates with Superintendent to ensure daily compliance with National Pollutant Discharge Elimination System (NPDES) Permit;
- Assumes management of the Pretreatment Program as assigned;
- Monitors influent processes and performs quality management related to effluent water;
- Collects and reviews laboratory data with Superintendent to collectively determine need for biological control adjustments;
- Performs general facility and equipment evaluations;
- Assesses productive life of various pieces of equipment and recommends repair or replacement;
- Monitors economic impact for facility renovations;
- Assists in the preparation of budget recommendations and monitors fiscal activity to ensure compliance with budget guidelines;
- Monitors completion of job assignments to ensure compliance with standards, regulations, and instructions;
- Evaluates and communicates staffing needs and issues to the WWTP Superintendent;
- Creates shift schedules and assignments as required;
- Conducts performance evaluations and, in counsel with the Superintendent, recommends personnel actions related to retention, advancement, discipline and termination;
- Monitors leave utilization and staffing requirements and reviews employee time sheets for accuracy;
- Monitors job safety and prepares employee work related accident reports;
- Coordinates and interviews prospective candidates for employment and provides recommendations to WWTP Superintendent;
- Monitors preventive maintenance activities for vehicles and equipment and ensures that vehicles and equipment are maintained in good condition;
- Reviews and gives recommendations for asset maintenance/management tools or systems in collaboration with the Mapping & Modeling Superintendent;
- Monitors various plant reports illustrating efficiency and effectiveness of operations, including laboratory results, discharge monitoring reports, etc.;
- Ensures accuracy of documents and information and submits to WWTP Superintendent for final evaluation;
- Receives and reviews applications for Biosolids Cooperator Permits for local farmers and sets up schedules for delivery dates. Calculates agronomic uptake rates for various crops to maintain compliance with 40CFR503 regulations and IDEQ rules for Biosolids application;
- Prepares and submits annual Biosolids Management Reports to Idaho Department of Environmental Quality (IDEQ) and the United States Environmental Protection Agency (EPA) as required by statute, policy, regulation and instruction;
- Trains employees on equipment, operations, task procedures, work standards and proper safety procedures;
- Performs all work tasks and activities in accordance with City policies, procedures and

safety practices;

- Conducts and monitors department safety training and practices and demonstrates safety methods related to biological, mechanical, and chemical uses during work shifts;
- Performs other employee tasks as required, such as Treatment Plant Operator;
- Supervises coordination with industrial and categorical sewer users/customers and the industrial pretreatment program (IPP) including permitting, compliance, and tier two customer service (after supervised staff);
- Supervises and reviews all required industrial pretreatment reporting and provides those reports to the Superintendent and Public Works Director;
- Coordinates with City's Fire Department's hazardous waste response team, Department of Environmental Quality, and EPA;
- Coordinates compliance monitoring or onsite audits;
- Reviews and evaluates permit applications, discharge reports, facility modifications, and pretreatment systems;
- Assists in composing NPDES Permit Renewal or amendment applications under review of the Superintendent and Public Works Director;
- Utilizes a variety of field equipment probes, meters, such as pH, conductivity, spectrophotometer, turbid meter, dissolved oxygen probes and other equipment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Represents the City at various professional and regulatory meetings as required;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment as well as works as a team member;
- Respects the opinion of others and maintains a positive and professional working relationship with employees, supervisors and others;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of hazardous chemical handling and disposal requirements;
- Thorough knowledge of proper laboratory health and safety practices;
- Thorough knowledge of microbiological processes, EPA regulations and guidelines, EPA/Homeland Security air quality regulations and reporting requirements, plant policies and procedures, ordinances, laws and regulations governing wastewater treatment and discharge, and MSDS guidelines;
- Thorough knowledge of safety regulations associated with plant operations, policies and procedures;

- Thorough knowledge of principles, practices, and methods of wastewater treatment systems and treatment facility operations;
- Knowledge of recycled water and biosolids land application practices including working knowledge of the 40CFR503 regulations respecting biosolids classification and land application;
- Knowledge of federal, state and local regulations, ordinances, permit requirements, and standards governing the pretreatment, collection, treatment, and disposal of wastewater, industrial, municipal, and construction stormwater discharges to surface waters;
- Knowledge of laboratory procedures and analysis including industrial and domestic system monitoring and materials, methods and equipment used in such procedures;
- Knowledge of principles and practices of supervision, training, leadership, motivation, teambuilding, and conflict resolution;
- Thorough knowledge of technical treatment plant equipment and machinery, along with their operation, maintenance, and repair;
- Ability to operate various types of equipment, such as dump truck, hand and power tools, etc.;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to establish and maintain effective working relationships with other City employees, City officials, other government agencies, developers, contractors, engineers, property owners, and the public;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to perform all work tasks and activities in accordance with City policies, procedures and safety practices;
- Willingness to learn and share knowledge with supervisor, subordinates and others;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a four year degree in a scientific or environmental related field; and
- Six (6) years of experience performing the above or closely related duties; and
- Minimum of two (2) years of experience related to the daily on-site charge; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession a current and valid driver's license;
- Possession of a Class IV Wastewater Treatment Plant Operator's License or Class IV Collections Operator License issued by the State of Idaho Bureau of Licensure;
- Must complete the required Continuing Education Units in Wastewater each year to maintain licenses;
- Subject to a background check.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively and deliver public presentations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to produce clear and concise products with accuracy and assure quality control of engineering designs and other work products;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computerized equipment and surveying equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit proposed and on-site construction zones including trenches and rough terrain.

Approved By: _____
Public Works Director

Date: _____