

**APPLICATIONS ACCEPTED UNTIL
TUESDAY, FEBRUARY 14, 2017 AT 4:30 PM**

**POSITION DESCRIPTION
CITY OF RICHMOND, INDIANA**

POSITION:	Plant Superintendent		
DEPARTMENT:	Sanitary		
DIVISION:	Wastewater		
WORK SCHEDULE:	8:30 a.m. – 5:30 p.m., M-F		
JOB CATEGORY:	PAT (Professional, Administrative, Technological)		
SALARY:	\$48,973.80 per year		
DATE WRITTEN:	May 2015	STATUS:	Full-time
DATE REVISED:	February 2017	FLSA STATUS:	Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Richmond provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Plant Superintendent/Certified Operator for the Wastewater Division of the Richmond Sanitary District, responsible for the daily operation, supervision and management of the Wastewater Treatment Plant and ensuring efficient operation in compliance with legal requirements.

DUTIES:

Administers daily operations of wastewater treatment plant, including maintaining standard operating procedures to ensure efficient plant operations, conducting daily inspections of the plant facility and equipment, and determines the need for maintenance and repairs.

Analyzes and records instrument readings and lab results, adjusting various plant processes as necessary.

Supervises assigned staff, including recommending increases/decreases in staff, interviewing and hiring job candidates, orienting new subordinates, planning/delegating work assignments, establishing specific work goals and standards, providing training/instruction, reviewing position responsibilities and salaries on regular basis, evaluating performance, recommending promotions/demotions, maintaining discipline and recommending corrective action as warranted. Periodically communicates and administers personnel programs and procedures and updates supervisor and staff of organizational developments as needed.

Prepares and signs required reports or correspondence as required by our National Pollutant Discharge Elimination System (NPDES) permit.

Reports emergency response events to IDEM as required.

Reviews and files construction project submittals and prepares cost estimates and written progress reports for department construction projects, submitting to Mayor and Board of Public

Works accordingly.

Oversees plant project construction, including inspecting project sites, attending construction meetings, and ensuring compliance with specifications and legal requirements. Represents the City in serving as liaison between contractors and engineers.

Prepares annual wastewater treatment plant budget, and coordinates and prepares various reports and budgetary requests. Maintains inventory of supplies, fuels and chemicals and approves departmental purchases as necessary.

Recommends plant improvements, additions, specifications, and major equipment and material purchases. Tours other wastewater treatment plants to evaluate equipment for functionality, performance and reliability prior to recommendation to engineers.

Researches and designs facility automation expansions and updates, including preparing schematics and drawings, analyzing and evaluating operational and maintenance functions, and initiating/recommending new or improved practices.

Oversees contract labor for specific functions, such as maintenance of Supervisory Control and Data Acquisition (SCADA) system and associated instrumentation.

Conducts plant tours for local schools, community organizations and the public as requested.

Periodically attends seminars and conferences to maintain current knowledge of wastewater treatment standards.

Occasionally testifies in legal proceedings/court as required.

Occasionally responds to emergencies on a 24-hour basis.

Performs other duties as assigned by supervision.

The above statements reflect the general details considered necessary to describe the principal function of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

JOB REQUIREMENTS:

Must be certified by the IDEM Wastewater Commissioner as a Certified Operator of a wastewater treatment plant per IC 13-18-11-11 and 327 IAC 5-22-7.

Must have a Class IV Wastewater Treatment Plant Certification.

Must have 5 years acceptable experience at a Class III or higher wastewater treatment plant.

Must be at least 21 years of age.

Ability to obtain other related certifications as requested by City Administration, such as Industrial A and CSI Collection certifications.

Thorough knowledge of and ability to make practical application of applicable local ordinances and state wastewater treatment standards, including Environmental Management, EPA and Board of Health.

Working knowledge of and ability to inspect, identify and perform preventive maintenance of plant equipment.

Working knowledge of budget preparation and ability to prepare and implement department budget.

Working knowledge of standard office practices and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to complete, maintain and submit accurate, detailed data and reports as required.

Ability to meet all hiring requirements, including passage of a medical exam and drug test.

Ability to supervise assigned staff, including recommending increases/decreases in staff, interviewing and hiring job candidates, orienting new subordinates, planning/delegating work assignments, establishing specific work goals and standards, providing training/instruction, reviewing position responsibilities and salaries on regular basis, evaluating performance, recommending promotions/demotions, maintaining discipline and recommending corrective action as warranted.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate orally and in writing co-workers, other City departments, IDEM, laboratories, engineers, vendors, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to operate standard office and plant equipment, including computer, printer, calculator, copier, fax machine, two-way radio, telephone, meters/sensors, gas monitors, video and digital cameras, and various wastewater processing equipment.

Ability to understand, memorize, retain, and carry out oral or written instructions.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compute/perform arithmetic operations, such as preparing cost estimates for

construction projects.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and read/interpret detailed prints, layouts, specifications, and maps.

Ability to work extended, evening and/or weekend hours and travel out of town for meetings/conferences.

Ability to occasionally testify in legal proceedings/court as required.

Ability to occasionally respond to emergencies on 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK:

Incumbent performs a wide variety of functions in overseeing plant operations, including ensuring compliance with wastewater treatment standards, maintaining facilities and equipment, and supervising and directing personnel. Incumbent's duties are performed according to legally defined procedures and department goals and objectives, requiring independent judgment in selecting and adapting procedures to fit varying situations.

RESPONSIBILITY:

Incumbent ensures efficient operation and maintenance of sewage plant facilities in compliance with legal requirements, exercising independent judgment in a variety of situations and circumstances. Unusual problems or situations are discussed with supervisor, and work is periodically reviewed for soundness of judgment, effect on department goals and objectives, and compliance with legal requirements.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, IDEM, laboratories, engineers, vendors, contractors and the public for purposes of exchanging information, coordinating operations and resolving problems.

Incumbent reports directly to Wastewater Treatment Plant Manager.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and outdoors, involving sitting/walking at will, sitting/standing/walking for long periods, bending, reaching, crouching/kneeling, keyboarding, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent is exposed to normal hazards associated with wastewater treatment facilities, including hazardous materials, toxic chemicals, moving parts, inclement weather and excessive noise for which safety precautions must be followed at all times to prevent injury to self or others. Incumbent works extended, evening and/or weekend hours, and travels out of town for conferences/meetings. Incumbent occasionally responds to emergencies on 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT
(THIS IS NOT THE APPLICATION)

The job description for the position of Plant Superintendent for the Wastewater Division of the Sanitary District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____ If yes, please explain. _____

Applicant/Employee signature

Date

Print or Type Name