

**GRAND HAVEN / SPRING LAKE SEWER AUTHORITY
JOB DESCRIPTION**

SUPERINTENDENT

Supervised By: Grand Haven / Spring Lake Sewer Authority Board
Supervises: All department employees, directly and through subordinate staff

Position Summary:

With policy direction from a regional board, plans, develops, implements and manages systems, processes, and procedures to ensure effective operations and regulatory compliance of the wastewater treatment plant and related facilities. Manages staff and operations to achieve organizational goals.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of the wastewater treatment plant operations including personnel, budgeting, and general administration. Develops, recommends and implements policies and procedures, internal controls, and goals and objectives in accordance with plant needs, Board directives, and legal requirements.
2. Secures the formal permits required to operate. Plans, organizes, directs and evaluates the overall staff, operations, maintenance, compliance, laboratory functions, special programs such as Industrial Pretreatment, and related activities of the wastewater treatment plant.
3. Prepares the annual budget and capital plan for board approval and makes recommendations on pay and benefits programs. Administers the budget ongoing, directs investments of idle funds according to established policy, and oversees capital improvements, equipment purchases, and replacement schedules. Participates in long-range planning associated with the plant, including facility development, major repairs, construction projects, and related activities.
4. Recruits and hires plant employees directly or through subordinate personnel. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
5. Prepares, reviews, and recommends modifications to articles of incorporation, operating contracts, services agreements, debt contracts and other critical contracts and agreements. Administers contracts to ensure terms are met.
6. Oversees purchasing activities and significant expenditures, including plant construction, according to established financial procedures. Develops specifications, prepares bid documents, and makes recommendations.
7. Prepares board agendas and packets, maintains minutes, prepares regular and special reports, and provides technical and operational analysis and correspondence related to issues within area of expertise.

8. Through subordinate supervisors, coordinates safety and security protocols and administers special programs such as sludge management and industrial waste programs. Ensures compliance and safety of daily operations and maintenance activities of the Wastewater Treatment Plant. Reviews related records, reports, logs, and documentation, and provides technical advice.
9. Through subordinate supervisors, ensures environmental compliance through testing at critical processing points, evaluation of test results and appropriate changes in the treatment processes to meet required standards. Reviews related records, reports, logs, and documentation, and provides technical advice.
10. Researches, recommends, and implements complex electronic monitoring systems and internal electronic record management systems and software. Develops, organizes, and maintains the asset management program for the plant's equipment, tools, and other assets.
11. Directly and through subordinate supervisors, maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the City, State and other agencies.
12. Responds to plant and operational emergency situations. Participates in a 24/7 on-call rotation for emergencies and may be required to work outside of normal business hours in the event of an emergency.
13. Provides professional and technical expertise as part of a broad multi-disciplinary management team. Attends various board, commission, council, and committee meetings, completes research and special projects, makes recommendations, and gives presentations as requested.
14. Acts as a spokesperson for the authority, establishing and maintaining effective relationships, with citizens, community groups, City and Village officials, employees, and other interests. Responds to public inquiries, investigates complaints, and assists the public as needed.
15. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
16. Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A bachelor's degree in chemistry, civil or environmental engineering, or a related field is required. In lieu of formal education, a combination of education and prior work experience may be considered.

- Eight or more years of progressively more responsible experience working in the wastewater treatment field is required, including three or more years in a supervisory capacity.
- State of Michigan DEQ Class A certification for the operation of wastewater treatment plants.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Thorough knowledge of the theory and practices of modern wastewater treatment including the processes, equipment, and facilities involved.
- Considerable knowledge of the principles and practices of the chemical, physical, and bacteriological processes involved in wastewater treatment and testing.
- Considerable knowledge of the principles and practices of effective supervision and administration, including records management and compliance reporting.
- Considerable knowledge of the operating characteristics and maintenance needs of a variety of mechanical, electrical, hydraulic and related systems and equipment used in sewage treatment.
- Considerable knowledge of current intergovernmental requirements and sources of information relating to regional wastewater treatment, industrial waste and solids management.
- Knowledge and understanding of process automation and SCADA (Supervisory Control And Data Acquisition) Systems.
- Skill in organizing and supervising the work of subordinates directly and through other supervisors, in developing and implementing work procedures, and in training and developing employees.
- Skill in controlling and coordinating various technical wastewater treatment processes and systems.
- Skill in developing capital improvement plans, and evaluating the need for plant repairs, construction and new facilities.
- Skill in the use of office equipment and technology, including computers and a variety of related software, and the ability to master new technologies.
- Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.
- Skill in implementing policies and procedures to properly and efficiently treat and discharge wastewater within regulatory guidelines.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make presentations in the public forum.

- Ability to evaluate and control a variety of services, analyze a variety of operating problems, and to make sound policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone or two-way radio, email, or in person, and move around the office to travel to other locations. The employee must occasionally lift and/or move items of moderate to heavy weight.

While performing the duties of this job, the employee is regularly required to work in the laboratory or plant areas supervising or completing hands-on operations and maintenance work, and to travel to various locations within the City. The employee may be exposed to treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may be exposed to fumes, dust, chemicals or other hazardous materials, loud machinery and equipment, and other dangers associated with maintenance activities or plant operations. An employee in this position must have the strength, stamina and physical coordination needed to gain access to the work sites described above, observe and inspect work in progress, and operate hand and power tools. The employee is occasionally exposed to adverse weather conditions, loud noises, moving mechanical parts, dust or airborne particles, and fumes. The noise level in the work environment is moderate, and can occasionally be very loud.