

## **City of Gardiner**

### **WasteWater Superintendent**

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| <b>Level:</b>              | Department Head  |
| <b>Area(s) Supervised:</b> | WasteWater Department  |
| <b>Salary Range:</b>       | Competitive Salary DOQ, plus generous benefits including health insurance, retirement and City vehicle |
| <b>Reports To:</b>         | City Manager   |

#### **Nature of Work**

This position is directly responsible for the administration of work related to all aspects of the wastewater treatment plant, industrial pretreatment, sludge disposal, regulatory reporting, pump stations, the wastewater collection system, and the planning and upgrading of infrastructure.

Oversight includes the administrating, organizing, general oversight, strategic planning, overall departmental budget, inter-department cooperation and the efficient operation of the entire wastewater system.

Provides and is responsible for the planning, upgrading, operations and maintenance of the WasteWater Department.

As a City Department Head, the Superintendent reports directly to and receives direction from the City Manager. Work is expected to be performed with considerable independence. Also works with the Wastewater Advisory Board, which is comprised of representatives from Gardiner, Farmingdale, and Randolph.

#### **Essential Duties and Responsibilities**

Examples of work (illustrative only):

- Plans, organizes, and directs the plant operations, maintenance, laboratory, and process control.
- Maintains and ensures compliance with both federal and state regulations.
- Supervises and evaluates the entire wastewater staff.
- Is responsible for administering the collective bargaining unit contract.
- Collaborates with the Public Works Director and is responsible for overall management of the wastewater collection system.
- Oversees and collaborates with the Public Works Director on the development of annual wastewater budget with a special emphasis on strengthening the service and long-term efficiencies.
- When needed oversees and collaborates with the Human Resource Director and/or the City Manager on personnel issues.
- Works to create an environment that promotes the efficient and effective delivery of wastewater services as a primary goal.

- Develops and presents options for long range financial and operational planning that yield efficient and effect use of resources. This position evaluates and promotes interdepartmental collaboration and cooperation.
- A major emphasis of this position is to continue the improvements to the City's wastewater infrastructure in the most prudent manner possible while minimizing the city's resources. This position will research grant opportunities and manage grant requests to accomplish the tasks listed above.
- The ability to manage strategic plans, capital improvement plans, construction projects and financial plans to maximize the effectiveness as well as strengthen the service is required.
- The ability to advocate on the city's behalf with external funding sources and regulatory agencies is required.
- Maintains standard operating procedures.
- Is responsible for the overall safety program and ensuring that safety procedures are maintained.
- Maintain the sewer use ordinance.
- Conducts a hiring process including the recruitment and selection of employees.
- Coordinates and maintains wastewater training opportunities for employees.
- Must be willing to carry a City cell phone and respond when necessary to wastewater and City emergencies.
- In collaboration with or during the absence of the Public Works Director provide supervisory assistance to the Public Works Department.
- Ability to establish and maintain effective working relationships with employees, the Wastewater Advisory Board, City Manager, Mayor/City Council, state and federal agencies, and the general public.
- Ability to communicate effectively both verbally and in writing.
- Ability to interpret and implement engineering studies and other technical applications.

The duties listed above are intended to be illustrations of the various types of work that may be required. The omission of specific statements of duties does not exclude them from the work required for the position.

### **Requirements of Work**

- Working knowledge of municipal management and regulatory requirements.
- Requires a full understanding of local municipal government and the policy making process.
- Experience in budgeting, planning, contract negotiations, contract administration, personnel, policy management, policy recommendations and public speaking.
- Experience and or the ability to manage all aspects of construction projects including contracts, grant, finance and the supervision of contractors hired by the City.
- The ability to manage multiple projects.
- Ability to communicate effectively both verbally and in writing.
- Ability to use or learn a personnel computer including Microsoft products, specialized software as well as various office equipment.

### **Training and Experience Required**

Degree in engineering, microbiology, wastewater technology, environmental science or an equivalent municipal work experience or the combination of education and work experience.

Five years of supervisory or managerial experience or the equivalent combination of education and management experience.

### **Necessary Special Requirements**

- Valid driver's license or the ability to obtain one.
- Must possess a State of Maine Grade IV or Higher Wastewater Operator Certification.
- Possess or obtain a Grade III Wastewater Collection System Certificate.
- NASSCO Certification preferred.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is frequently required to sit, talk, hear, use hands and fingers, handle, operate equipment, tools, controls and reach with hands and arms.

This employee is required to walk. The employee must be able to lift 30 pounds. Vision abilities are required including the ability to adjust and focus.

### **Work Environment**

This is a public office environment maintaining an office at the Wastewater Plant with considerable work in the field. The employee will be representing the City.

### **Selection Guidelines**

Formal application, rating of education and experience, oral interview and reference checks. Job related tests may be required.