

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Public Works
Division of Wastewater Facilities
Classified, GRADE 14
FLSA exempt position

WASTEWATER FACILITIES SUPERINTENDENT

GENERAL STATEMENT OF DUTIES: Performs work assisting the Assistant Director of Public Works for Wastewater Facilities in directing the overall day-to-day administrative and nontechnical operations of the Wastewater Treatment Facilities to ensure high quality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Position in this class is responsible for overall coordination of maintenance, supply and operations to support the activities of the Wastewater Treatment Plant. Reports to the Assistant Director of Public Works/Wastewater Facilities and assumes duties in his/her absence.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, climbing, crawling, stooping, kneeling, crouching, reaching, walking, fingering, grasping, pulling, pushing, handling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required make rational decisions through sound logic and deductive processes; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative only)

Coordinate work of all employees through appropriate supervisor or direct action;
Coordinate Preventative Maintenance Program, supply inventory and fleet management;
Serve as Plant Safety Officer and oversee compliance with accepted and mandated safety practices and procedures;
Monitor purchase requisitions and specifications of items ordered in field of work;
Monitor Fixed Asset Inventory;
Coordinate all management information system operations and training;
Coordinate supervisor and employee training programs;
Plan, assign, and supervise personnel actions and review annual employee performance

evaluations for submission to supervisor;
Conduct plant tours for interested persons and address interested civic and educational groups;
Meet regularly with staff to maintain good communications between management and employees;
Respond to consumer complaints.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the principles, practices and procedures of the various operations of the facility; ability to plan, direct and review the work of subordinates; ability to establish and maintain effective working relationships with staff, coworkers, supervisors, County officials, other agencies, and the public; experience in budget preparation, store keeping and maintenance requirements; ability to coordinate the work of operating units; excellent written and oral communicative skills; good knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Bachelor's degree from an accredited four-year college or university in engineering, biological sciences, management or public administration with extensive experience in managing, operation and maintenance of numerous work units, personnel and equipment at a large to medium sized wastewater treatment facility; or any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession, or ability to obtain within one year, and retention of a valid Class IV Wastewater Facilities Operator license issued by the State of Delaware. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07
Rev. 07/1/15