

**Title: Wastewater Plant Superintendent**  
**Department: Public Works**  
**Division/Office: Wastewater Facilities Division**



Grade 2124; FSLA Exempt position; Category: Classified; Job Code: WFSP; Rev.:07/01/2021

### **General Description**

The purpose of this position is to coordinate and supervise the daily administrative and nontechnical operations and implementation of preventive maintenance programs, supply inventory and fleet management.

This position works independently, under limited supervision from the Assistant Director or Public Works Director, reporting major activities through regular communications.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Serves as the Safety Officer for the public works wastewater facilities.
- Monitors purchase requisitions and specifications of items ordered by Facilities.
- Monitors the fixed asset inventory.
- Coordinates all management system operations and training.
- Serves as project manager for large improvement projects and emergency repairs.
- Coordinates work done by contractors.
- Supervises the development and implementation of budgets for the Facilities operations and maintenance.
- Performs related work as required.

### **Minimum Education and Experience Requirements**

Requires Associate's degree in engineering, environmental science, biological sciences, business or public administration supplemented by six (6) years of progressively responsible experience in complex utility systems, plant operations or management or equivalent combination of education, training, and experience.

### **Additional Requirements:**

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.

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**Americans with Disabilities Act Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Possession and retention of a valid Wastewater Operator license issued by the State of Delaware at an appropriate level determined by the Public Works Director.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement