

**Title:** Wastewater Collection Superintendent  
**PG:** 58  
**Status:** Civil Service  
**Position Reports to:** Manager of Wastewater Collection  
**Department:** Water Utilities

**Class Code:** 2085  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is a highly responsible supervisory position assisting the Manager of Wastewater Collection in directing the operations of the municipal Wastewater Collection Division. Work involves responsibility for administrative and technical duties related to the safe and efficient operation of all elements of the wastewater collection system as well as electrical and mechanical maintenance of equipment at wastewater treatment systems. Duties include directing activities of personnel engaged in the construction, maintenance, and operation of the sanitary sewer system and directing activities of personnel engaged in the construction and maintenance of electrical and mechanical equipment used in wastewater treatment systems. An employee in this class is responsible for managing the Industrial Pretreatment Program, Wastewater Warehouse operations, wastewater mechanical and electrical equipment maintenance and assisting in the planning and preparation of policies and procedures relating to the Wastewater Collection Division and oversight of work management practices. Incumbent has wide latitude for independent judgment in exercising control and decisions within the framework of established policies, procedures and ordinances. General direction is provided by the Manager of Wastewater Collection and performance is reviewed through evaluation.

**ESSENTIAL FUNCTIONS:**

1. Develop, review and amend policies and procedures.
2. Develop, review and recommend modifications to City Ordinances pertaining to the Wastewater Utility
3. Assists in the preparation of contract documents and bid specifications for contractor-installed public utilities systems.
4. Assists in the preparation of documents for the purchase of equipment used in construction, maintenance and operation of the Wastewater Collection System.
5. Develops and administers the Industrial Pretreatment Program for the Utility.
6. Reviews work order material requisitions for maintenance and repair work.
7. Develops and administers an effective warehouse program for the Wastewater Division.
8. Develops, implements, and monitors performance for all maintenance activities utilizing computerized management program.
9. Develops and administers an effective mechanical and electrical maintenance program for the Wastewater Utility.
10. Assists in the development, implementation, and administration of the budget for Wastewater Collection.
11. Assists in the development, implementation, and administration of the maintenance budget for Wastewater Treatment Systems.
12. Instructs personnel in the safety and health risks associated with confined spaces and hazardous gases related to wastewater operations. Enforces safety and utilization of safety equipment and safe working procedures.
13. Develops and oversees processes used in the divisions Work Management System.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs specific functions as required by the Manager of Wastewater Collection.
2. Moderates annual meetings with Permitted Industrial customers.
3. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the principles of supervision and management.

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2. Thorough knowledge of Federal, State and Local rules and regulations pertaining to the Industrial Pretreatment field.
3. Thorough knowledge of safety regulations, occupational hazards and precautions, pertaining to the wastewater industry
4. Considerable knowledge of techniques and methods of closed circuit video inspection and chemical treatment of sanitary sewer lines.
5. Considerable knowledge in the operation of a computerized warehouse facility.
6. Considerable knowledge in the maintenance of mechanical and electrical equipment used in a Wastewater Utility.
7. Ability to maintain confidentiality and discretion when dealing with Industrial customers.
8. Ability to prioritize and meet deadlines in a dynamic and fast-paced environment.
9. Ability to work independently, to understand and carry out oral and written instructions.
10. Ability to manage both time and equipment resources.
11. Ability to work with hazardous chemicals in a safe manner.
12. Excellent written and oral communications skills.
13. Ability to establish and maintain harmonious and effective working relationships with supervisors, co-workers, other City employees and the general public.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires active work that involves walking, climbing or standing some of the time, stooping and twisting, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations. The job risks exposure to heights, chemical, biological, electrical and mechanical hazards. Employee will be required to work in bright/dim light, and adverse weather conditions. Frequent exposure to the general hazards of the industrial working environment and construction sites. The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in chemical or environmental engineering, chemistry, or environmental science.
2. Five (5) years of progressively responsible experience in the wastewater collection field.
3. Three (3) years of experience in a supervisory or administrative capacity.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.