

CITY OF BEULAH

Water/Wastewater Superintendent

JOB SUMMARY

General Statement of Duties:

Manage the operation, repair, and maintenance of water production and distribution and wastewater collection and treatment facilities, as well as responsibility for supervising maintenance workers, equipment operators or plant operators engaged in the operation and repair of water production and distribution or wastewater collection and treatment facilities.

Supervision Received:

Works under the general supervision of the Mayor, Beulah City Council, and any applicable City Council Member.

Supervision Exercised:

This position has direct supervision over water treatment plant personnel.

Compensation:

This is a full time, non-exempt position with standard benefit package. Wage compensation is on an hourly basis. Overtime is compensated at one and one-half the straight time rate of pay.

Employment:

Employment with the City of Beulah is “at-will”. This means that either the employee or the City of Beulah may terminate the employment relationship at any time with or without cause. The only entity authorized to change or modify this relationship is the City Council of the City of Beulah.

MAJOR DUTIES

This position may not include all of the specific duties listed, nor do the examples cover all of the duties which may be performed.

Produce potable water, in accordance with all state and federal regulations. Operate and maintain water treatment plant system including servicing of pumps, motors, valves, generators, and other equipment. Operate wastewater treatment and collection system.

Understand water treatment theory/technology and apply that knowledge to the water treatment process/distribution and wastewater treatment/collection.

Conduct water analysis tests to ensure safety and water quality by collecting representative water samples and testing for contaminants and properties such as color, odor, chlorine levels, nitrification, etc.

Ensure that plant operations are in compliance with operating guidelines and that treated water is safe and acceptable entering the distribution system.

Perform cleaning sequences on membrane equipment to maximize the replacement life of membranes.

Operate the water treatment plant which includes:

1. Monitoring of gauges, flowmeters, charts, system control computer, etc.
2. Conducting water analysis tests such as hardness, alkalinity, PH, turbidity, chlorine residual, etc., for treatment process control.
3. Determine chemical feed rates and adjust chemical dosages.
4. Determine and maintain proper flow rates in accordance with water consumption demand.
5. Maintain treatment records in accordance with state and federal regulations.
6. Backwash filters as needed.

Manage building and grounds maintenance as needed, including mowing, painting, and cleaning.

Perform wastewater needs including lagoon work, samples, transfer and discharge, mowing and repairs.

Check or supervise the checking of water pumping stations and water treatment plant and wastewater collection daily.

Prepare work schedules and assign crews and equipment needed for completion of work.

Manage maintenance and repair work on water pumping stations and water treatment plant and related equipment and vehicles; keep accurate records of the type, extent, time and cost of the work done; perform safety inspections and record violations or potential hazards and take corrective action.

Manage the maintenance and repair work of wastewater lift stations and wastewater treatment and related equipment such as pumps, motors, treatment mixers, filters and compressors; records the type, extent, time and cost of work performed.

Maintain equipment and perform maintenance in wastewater manholes.

Ensure compliance with relevant federal and state regulations; gather data, prepare reports and submit reports to demonstrate compliance. Complete the annual water quality report.

Assist administration in budget preparation.

Coordinate purchases; maintain inventory of necessary equipment and supplies for maintenance and repair operations.

Maintain contacts and coordinate work activities with contractors, utility companies and other departments.

Respond to inquiries and complaints from the public and take appropriate coordinated actions to restore the problem.

Discuss water quality with the public and conduct plant tours if needed.

Required to be on-call and carry a city cell phone as outlined in the Water/Wastewater Emergency Response Policy.

Perform all work in accordance with established safety practices.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Possession of or ability to readily obtain appropriate ND State Certified Licenses for water and wastewater treatment, collection and distribution. Certification includes: Class 3 in water treatment, Class 2 in water distribution, Class 2 in wastewater treatment, and Class 2 in wastewater collection.

High school diploma or equivalent.

Supervisory experience in water/wastewater treatment, collection and distribution or any equivalent combination of training and experience.

When hired must have and maintain a North Dakota Class D vehicle driver's license. Within six months of the employment date, must acquire a North Dakota Class B Commercial Driver's License (CDL) with an air brake endorsement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

- Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions.
- Ability to communicate courteously and professionally to reflect a positive image of the City of Beulah and water treatment plant to its customers and the public.
- Knowledge of water treatment and distribution and the wastewater collection and treatment principles, operations, and equipment.
- Knowledge of chemistry, mathematics, and biology.
- Knowledge of division and agency policies and procedures, and federal, state, and local laws and regulations.
- Ability to interpret and apply city ordinances, regulations and industry practices.
- Knowledge of computers and job-related software programs.
- Ability to interpret plans, maps and specifications.
- Skill in planning, organizing and decision making.

- Skill in the supervision and coordination of work of personnel in water/wastewater operations.
- Ability to express self logically and concisely in both oral and written communication.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Requires extended periods of standing and the ability to meet all physical demands of work such as kneeling, crouching, climbing, sitting and walking.
- Requires periodic lifting of 50 pound chemical bags. Occasionally maintenance may require lifting of approximately 75 pounds.
- On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
- On a daily basis, requires use of hands to push, pull, grasp, and fine manipulation. Use of feet for repetitive movements, as in operating foot controls.
- On a daily basis, requires the ability to work as a team player, courteously and respectably with co-workers in a close working environment.
- Shall have the ability to enter confined space areas such as manholes, vaults, and reservoirs and must climb towers and reservoirs as necessary.
- May be subject to noise and chemical dust. Must work with hazardous chemicals in a liquid, vapor, or solid form.
- Shall have the ability to be able to work in all outside weather conditions.
- Requires ability to work eight hours per day.

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.

NECESSARY SPECIAL REQUIREMENTS

Appropriate certification from the North Dakota State Health Department as required.

This position must maintain a primary residence within the City of Beulah or its extraterritorial limit to maintain employment. Leaving this area will result in immediate termination. This position must be fluent in the English language in both spoken and written form. Applicant is subject to pre-employment drug testing and a criminal background check may be done on any applicant for this position at the discretion of the City of Beulah.

The job description does not constitute an employment agreement between the City of Beulah and employee and is subject to change by the City of Beulah as the needs of the City of Beulah and requirements of the job change.

The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.

Developed September 26, 2018