

PLANT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for directing the overall operations and maintenance of a large, technologically complex Grade 4 secondary wastewater treatment plant. General direction is received from higher level administrators, however, wide leeway is allowed for planning work methods and dealing with emergency conditions. The Plant Superintendent is distinguished from the lower level Supervisor of Plant Operations based the complexity of issues handled, the report accountability and the financial involvement in overall plant operations. Supervision is exercised over operators, maintenance, and laboratory personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises plant operations to assure the most efficient and economical use of equipment, supplies, and manpower;

Performs inspections of facility and equipment to insure the proper functioning of the process and makes decisions concerning situations that are outside of normal operations;

Supervises necessary process control tests for meeting the plant's discharge permit and makes adjustments to operations to meet changing conditions (ie: heavy rains or run off etc.);

Handles routine and complex personnel issues when they have not been successfully resolved at lower levels;

Supervises, assigns work to and instructs personnel including operators, mechanics, trainees and other subordinates;

Implements required changes to meet the provisions of the discharge permit and handles complex questions and issues regarding operations;

Supervises the treatment and disposal of sludge in accordance with permits and county processes; handling complex or unusual situations as they arise;

Supervises the maintenance and repair of equipment;

Assigns plant personnel to shifts to handle special situations;

Prepares the annual budget;

Oversees purchasing and monetary allocations;

Maintains records and prepares reports on the operation of the plant and signs off on reports for State and Federal agencies;

Uses computer operations or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices used and equipment required in the operation and maintenance of a Grade 4 secondary wastewater treatment plant with facilities for sludge thickening, sludge dewatering, sludge digestion, sludge incineration or sludge disposal; good knowledge of the operations of a modern sewage treatment plant; good knowledge of the principles and applications of physics, chemistry and bacteriology as applied to sewage treatment and disposal; ability to supervise the operation and maintenance of pumps, valves and related mechanical and electrical equipment; ability to make routine laboratory and field tests for control of plant operation; ability to plan and supervise the work of subordinates; ability to effectively use computer applications such as spreadsheets, word-processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; mechanical aptitude; alertness and dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and possession of a Grade 4 certificate issued by the New York State Department of Environmental Conservation and either: (a) a Bachelor's Degree* in Environmental Science, Civil Engineering, Sanitary Engineering, Mechanical Engineering, Chemical Engineering, Chemistry or Biology and three years experience, pre or post Grade 4 Certificate, in the operation of a Grade 4 wastewater treatment plant including or supplemented by two years of supervisory experience in a wastewater treatment plant; or (b) an Associate's Degree* in the fields as stated in (a) and five years experience, pre or post Grade 4 certificate, in the operation of a Grade 4 wastewater treatment plant including or supplemented by two years of supervisory experience in a wastewater treatment plant; or (c) seven years experience, pre or post Grade 4 certificate, in the operation of a Grade 4 wastewater treatment plant including or supplemented by three years of supervisory experience in a Grade 4 wastewater treatment plant.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.