

LIVINGSTON COUNTY

JOB DESCRIPTION

WASTEWATER SUPERINTENDENT

<u>Supervised By:</u>	Deputy Drain Commissioner
<u>Supervises:</u>	Serves as a working supervisor for employees assigned to Sanitary Facilities
<u>Department:</u>	Drain Commissioner
<u>FLSA Status:</u>	Exempt

Position Summary:

Under the supervision of the Deputy Drain Commissioner, this position is responsible for managing the field operations for Livingston County's sanitary sewer treatment and collection systems. Responsibilities include supervising the wastewater field crew, coordinating and directing daily activities, identifying system needs, prioritizing system improvements, and communicating with contractors and developers on current and future projects. Works collaboratively with the Deputy Drain Commissioner to communicate issues regarding wastewater system operations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assigns or delegates responsibility for assignment of work, directs personnel, establishes and maintains daily and on call schedules, evaluates performance of all subordinate employees, and assures necessary training and professional development. Takes disciplinary action according to established procedures. Monitors subordinates' work and provides expert input and assistance when/where needed. Communicates findings and recommendations to the Deputy Drain Commissioner to assist in setting priorities, schedules, and goals for improvement.
2. Creates project specific construction plans to maintain compliance with state regulations regarding sanitary sewer or wastewater management. Creates project specifications, solicits contractor bids, and oversees contracted projects for amounts less than \$3,000.00. Provides assistance to the Deputy Drain Commissioner for project amounts exceeding \$3,000.00.
3. Communicates professionally with landowners, regulatory agencies, developers, septic haulers, local units of government, and the general public with questions or concerns regarding the County's sanitary sewer systems.

4. Communicates directly with property owners, developers, and representatives from local units of government on projects seeking to connect to the County sanitary sewer system. Provides recommendations to the Deputy Drain Commissioner for upgrades that are necessary to allow additional customers to connect to the sewer system.
5. Attends pre-construction meetings for construction projects to provide input on impacts to the County's sanitary sewer infrastructure.
6. Prepares project summaries for periodic reporting to state regulatory agencies, health department, and EGLE.
7. Maps drainage systems using digital GPS system.
8. Inspects MISS DIG requests for County drain staking of flags. Delegates staking requirements or may perform staking of flags as needed.
9. Maintains records on vehicles and equipment to track maintenance and repairs. Determines and coordinates the purchase of new equipment.
10. Directs operators to inspect various equipment and structures. Communicates findings and recommendations to the Deputy Drain Commissioner to assist in setting priorities, schedules, and goals for improvement.
11. Reviews site plans for new development, redevelopment, road improvements, or other construction projects that may potentially impact the County's sanitary sewer system.
12. Creates and modifies work orders through the asset management software and assigns to operators as needed.
13. Serves as lead responder to emergency requests on a 24-hour, seven day per week basis.
14. Establishes daily work schedules and on-call rotation for sanitary field staff.
15. Develops and maintains schedules for preventative maintenance of pump stations, valves, grinder systems, and other critical system components.
16. Maintains records on vehicles and equipment to track maintenance and repairs. Determines and coordinates the purchase of new equipment.
17. Works with the Deputy Drain Commissioner to develop and/or update sanitary sewer system design standards and policies.
18. Stays up to date on industry trends to learn the latest technology as it relates to sanitary system equipment and repair options and researches various technologies for system improvements.

19. Recommends training and purchase of equipment and materials to the Deputy Drain Commissioner as needed to maintain a safe and efficient work environment.
20. Provides input to the Deputy Drain Commissioner during the budgeting process to account for near-term and long-term sanitary sewer system improvements.
21. Ensures all Wastewater Operators comply with State of Michigan reporting requirements for sanitary sewer overflows as required under Part 31 of Public Act 451, as amended.
22. Supports the Deputy Drain Commissioner in establishing, modifying, and implementing a Capital Improvement Plan and Asset Management Plan
23. Develops and updates standard operating procedures (SOPs).
24. Works with the Deputy Drain Commissioner to conduct performance evaluations of assigned subordinate staff.
25. Actively participates in the operation and maintenance of the sanitary sewer collection system, treatment facilities, and onsite community wastewater systems, when necessary to meet the objectives of the office or by direction of leadership
26. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate degree in applied science, water/wastewater environmental technology or a related technology field with five years of progressively greater experience in the technical and supervisory aspects of wastewater utility operation; or a high school diploma/GED and ten years of experience; or an acceptable combination of experience and wastewater certification(s) recognized by the State of Michigan.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to obtain and keep current all applicable certifications and training, including forklift, vactor, overhead crane, confined space, first aid, and any other requirements necessary to perform the job duties.
- Valid Michigan commercial driver's license Class A.

- Ability to lead and supervise the work of others including directing assignments, monitoring work, providing instruction, and evaluating staff performance.
- Thorough knowledge of the principles and practices of collection systems operations, on- site wastewater treatment operations, and maintenance and repair of such facilities.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors, landowners, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines and in emergency situations.
- Skill in the use of underground line locating equipment, confined space meters, toxic gas data loggers, electrical testing equipment, and sewage sampling meters.
- Ability to attend meetings at times other than normal working hours.
- Skill and experience in the oversight of sanitary sewer system operations and related system projects.
- Project management experience working with various stakeholders such as regulatory agencies, local units of government, contractors, and developers.
- Mechanical aptitude with knowledge of mechanical and electrical equipment.
- Ability to follow verbal and written instructions and pay explicit attention to detail.
- NASSCO Pipeline Assessment and Manhole Assessment Certifications.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and the ability to learn department-specific software.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is

frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc., and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.