



City of Casa Grande

Wastewater Superintendent

GENERAL PURPOSE: Under limited supervision, plans, organizes, directs and supervises the staff and activities of the Wastewater Division.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages division staff to operate and maintain City wastewater collection system and treatment facilities; provides leadership to assure division activities are in alignment with the City's strategic objectives.
- Plans, organizes, implements and oversees maintenance projects; prioritizes projects and inspects jobsites to assure quality work projects and effective use of resources.
- Plans and manages resource allocations; assures efficient operations and cost-effective practices; manages the collection, analysis and reporting of operational, budget and financial data; analyzes future needs and forecasts equipment and resource requirements.
- Directs the development and administration of budgets, policies, projects and programs to effectively and efficiently deliver services to City residents.
- Assists in analyzing wastewater collection and treatment community needs, and assists in the development of action plans to meet City priorities; works with City departments, external agencies, and other organizations to define and resolve wastewater collection and treatment priorities and issues.
- Monitors and manages operations and assures that jobsites and program activities are in compliance with all laws, regulations, policies and safety standards.
- Reviews wastewater collection and treatment trends and issues, and recommends operational improvements
- Supervises staff and evaluates performance; monitors operations and reviews the work of assigned staff to assure the efficient and timely accomplishment of assigned duties and responsibilities; trains staff and coordinates safety training programs
- Attends public hearings and meetings as required.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Plant operators and maintenance workers.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Environmental Science, Chemistry or related field, and seven (7) year's wastewater collection and treatment operational and maintenance program experience, including two (2) years of management experience, OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, goals, policies and procedures.
- Knowledge of the materials, methods and techniques commonly used in wastewater collection and treatment operations
- Knowledge of the principles, practices and methods of project and administrative management, including budgeting, planning, bid specifications and records management.
- Knowledge of program planning and risk management principles.
- Knowledge of the Federal and state regulations and standards applicable to wastewater treatment and pretreatment, industrial waste control and wastewater collections systems.
- Knowledge of safety standards and practices in hazardous environments, including OSHA safety rules and regulations.

- Skill in interpreting and applying wastewater collection and treatment standards and procedures, Federal and state rules and regulations, and City policies and procedures..
- Skill in establishing cooperative working relationships with employees and City staff.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in working under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in promoting and enforcing safe work practices.

Special Requirements: Valid State of Arizona Driver's License, ADEQ Wastewater Treatment Certification Grade IV, ADEQ Collection System Certification Grade IV.

Physical Demands / Work Environment: Work is performed outdoors and in various Public Works facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

