

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: UTILITIES SUPERINTENDENT
DEPARTMENT: PUBLICWORKS
REPORTS TO: PUBLIC WORKS DIRECTOR

CLASS CODE: 70574
FLSA STATUS: E
DATE: 06/13

JOB SUMMARY:

Supervises, plans, and coordinates the services and operations of the water and wastewater treatment plants. This position coordinates assigned activities with other divisions, outside agencies, and the general public. Provides highly responsible and complex staff assistance to the Public Works Director.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Coordinates the organization, staffing, and operational activities for the water and wastewater treatment plant.

Monitors the operations of all wastewater plants.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Ensures quality standards and compliance with regulations are maintained.

Participates in the development and implementation of goals, objectives, policies, and priorities for potable water treatment, and wastewater treatment facilities operation and maintenance.

Identifies resource needs; recommends and implements policies and procedures.

Selects, trains, motivates, and evaluates water and wastewater treatment operations and maintenance personnel.

Provides or coordinates staff training, works with employees to correct deficiencies, and implements discipline and termination procedures.

Orders and receives chemicals for plant operations.

Performs preventative maintenance of all water and wastewater plants.

Participates in the development and administration of the assigned budget; forecasts funding needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and recommends adjustments as necessary.

Provides staff assistance to the Public Works Director.

Prepares and presents staff reports and other necessary correspondence.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Volt-Ohm-Amp Meter
Basic Hand Tools (screwdrivers, wrenches)

Drills
Power Winch

Saws
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and

Five years increasingly responsible experience in the operation and maintenance of potable water treatment; and wastewater treatment.

Any combination of education, training and experience which provides the required knowledge skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Class I Wastewater Operators License (Georgia)

Class II Water Treatment Plant Operator License (Georgia)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Operational characteristics, services, and activities of a comprehensive potable water treatment and wastewater treatment facilities operation and maintenance program.

Functions and purposes of water treatment systems and wastewater treatment systems.

The standard principles of biology, chemistry, and mathematics as related to water and wastewater treatment.

Basic mechanical and electrical systems.

Materials, methods, practices, and equipment used in potable water systems and wastewater maintenance and repair activities.

Occupational hazards and standard safety precautions necessary in the work.

Record keeping and reporting.

Municipal budget preparation and control.

Supervision, training, and performance evaluation.

Modern office procedures, methods, and computer equipment.

Pertinent Federal, State, and local laws, codes, and regulations.

Mental and Physical Abilities:

Ability to manage and coordinate the work of supervisory, technical, and clerical personnel.

Ability to perform responsible and difficult work involving the use of independent judgement.

Ability to understand the organization and operation of the City and of outside agencies as assigned responsibilities.

Ability to interpret and apply administrative and departmental policies and procedures.

Ability to coordinate and compile information and statistics into complete records and reports.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions:

The incumbent's working conditions are typically very loud.

While performing the essential functions of the job the employee is regularly exposed to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes, chemicals, or airborne particles, outdoor weather conditions, risk of electrical shock, vibration, wastewater and waterborne pathogens, and sharp objects.

While performing the essential functions of the job the employee is frequently exposed to toxic or caustic chemicals.

The incumbent is frequently exposed to dirt, dust, extremes of temperature, and noxious fumes and odors.

Working time may require irregular hours, shift times, and/or on-call hours.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.