

*CLASS SPECIFICATION FOR*  
**Water/Wastewater Operations Superintendent**

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**GENERAL STATEMENT OF DUTIES:** Directs the operational activities at the Water or Wastewater Treatment Facility of the Department of Public Utilities and serves as acting manager of the facility in the absence of the Facility Engineer; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The Operations Superintendent is responsible for the operation of the various components which make up the water or wastewater treatment facility, including intake facility, rapid mix treatment, sedimentation, ozone facilities, filtration, finished water pump station and ancillary components, preliminary and primary and secondary treatment; disinfection; anaerobic digestion; sludge deterring; sludge composting; and related operations. The incumbent supervises paraprofessional, technical and clerical employees. The employee receives general supervision from the Water or Wastewater Facility Engineer, in whose absence the incumbent serves as acting manager of the facility.

**EXAMPLES OF WORK** (illustrative only):

- Serves as acting facility manager in the absence of the Facility Engineer;
- Outlines and assigns process-control activities and retains communication responsibilities for carrying out such activities through the Senior Utility Plant Operators;
- Reviews and interprets operations data produced from the various station logs and the Laboratory Section;
- Monitors and evaluates the performance of Operations personnel and provides instruction and direction to them as needed;
- Initiates operating record forms or displays as may be needed to enhance process performance or to collect and interpret data;
- Consults with the Facility Engineer and other operations staff on matters relating to personnel, operations data, and proposed process-control changes needed to maintain the operating program;
- Reviews or amends process-control changes that may be made independently by shift personnel in response to process malfunctions and presents such information as may be appropriate to the Facility Engineer;
- Checks all maintenance memos generated by the operating crews;
- Prepares personnel assignments of the operating crews and the program of rotating station assignments under the direction of the Facility Engineer;
- Assists in the preparation of standard operating procedures as needed;
- Participates in matters relating to Operations personnel, which function includes interviewing applicants, making hiring recommendations, evaluating employee performance, disciplining employees and participating in the resolution of employee grievances;
- Assists in budget preparation and in other financial matters such as cost distribution;
- Defines special training needs of the Section and works cooperatively with the County's Training Division to develop needed training materials and to plan and have conducted pertinent training programs;
- Is responsible for ensuring that the effluent discharged from the facility is within the limits prescribed by the NPDES permit;
- Prepares or oversees the preparation of Section reports;
- Supports the public relations efforts of the County by participating in civic and technical meetings;
- Performs related work as assigned.

## Water/Wastewater Operations Superintendent (continued)

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of the principles and practices of environmental engineering as they relate to water or wastewater treatment; ability to plan, lay out and direct the work of a variety of paraprofessional, technical and clerical employees; ability to perform difficult wastewater computations and to make comprehensive recommendations to process variables; ability to establish and maintain effective working relationships with employees and the public; ability to express self clearly and concisely, orally and in writing; good professional judgment.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree, preferably in civil/environmental engineering, and two (2) years of professional water or wastewater operations experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENT:** Possession of a Class I, Virginia Waterworks or Wastewater Operator Certification or attainment of such certification within one (1) year from date of employment. The successful candidate will have no felony convictions, including any convictions related to weapons or violence issues, in accordance with State Code.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.