

Water & Wastewater Superintendent

WWW/1

Water & Wastewater

JOB SUMMARY

This position is responsible for managing the water and wastewater treatment operations of the city.

MAJOR DUTIES

- Conducts water treatment to provide safe drinking water to the city.
- Ensures the department is environmentally safe with discharge of wastewater.
- Oversees the day-to-day operations of the water and wastewater departments.
- Ensures the department stays within wastewater permit from EPD for all aspects of treating wastewater.
- Maintains budgets for both departments.
- Deals with the public and customers.
- Oversees large utility projects.
- Troubleshoots electrical and pump problems at wells and lift stations.
- Operates heavy equipment.
- Attends all project meetings as well as council meetings and department head meetings.
- Orders all materials and chemicals.
- Maintains water and sewer system.
- Ensures all employees follow safety policies.
- Fills out and maintains all monthly reports; discharges monitoring reports for water and sewer department.
- Maintains all lab records.
- Performs related duties as assigned.