

Treatment Plant Superintendent

Location: 9290 Farrand Rd, Montrose, MI 48457

Applications are required for consideration for this position. Resume Submission alone is not an application for a position. An individual **must** complete our standard application form and provide proof of certificates and licenses required for the posted position.

There is one (1) opening for a Waste Water Treatment Plant Superintendent at Genesee County Water and Waste Services in Montrose, MI. **Duties include:** Oversees and directs the activities and operations of advanced and secondary wastewater treatment facilities, Laboratory, IPP programs, lagoon and spray irrigation facilities, low pressure sewer system facilities, and ancillary systems.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Civil Engineering, Environmental Engineering, Chemistry, Biology or related area.
- Supervisory skills to effectively manage the administration of assigned function(s).
Interpersonal skills necessary to effectively communicate, orally and in written form, with all levels of staff, engineering firms, vendors, external contractors, governmental agencies, and others in the exchange of information. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability and mechanical aptitude to develop plans of action to address a variety of water and/or wastewater treatment facility system problems in a cost-effective and timely manner.
- Computer skills necessary to prepare required documentation.
- Ability to read and comprehend complex blue prints and schematics
- Adequate computer and logic skills to recognize and initiate changes to programmable logic controllers and related operational and control equipment.
- Must have a valid Michigan driver's license or obtains one within three (3) months of hire and qualify to drive a Division vehicle in compliance with the Division Driver Policy
- Current EGLE Class A or B Wastewater Treatment Operator license (If B license must obtain Michigan Class A license within twenty-four (24) months of hire). Class L Lagoon Certification (or ability to obtain).
- 5 to 9 years of experience in water or wastewater treatment plant operation with knowledge of principles and practices of water or wastewater system treatment, water distribution or wastewater transmission operations and safe work practices. Must have knowledge of operating principles of valves, pumps, motors and various types of electrical and electronic equipment.
- Mental ability to adapt and respond to multiple priorities and demands and handle pressures related to emergency/ problem situations.
- Physical ability to conduct facility inspections and operate plant machinery.
- Must be able to lift 75 pounds to level of waist.
- Must have sense of touch, smell and hearing to diagnose problems and the sense of sight specifically the ability to differentiate distinctly between colors and shades of colors.
- Ability to walk on hard and uneven surfaces, ladders, scaffolding.
- Ability to frequently squat, bend and kneel.
- Read and interpret gauges and other recording devices reflecting water system operations.
- Perform various laboratory tests and document results.
- Diagnose operating problems, inspect, service and replace meters, fittings, filters, motors and meter boxes.
- Knowledge of the appropriate use of hand and power tools used in the maintenance and repair of all water systems.

WAGE SCALE:

		(A)-Start	(B)-YR 1	(C)-YR 2	(D)-YR 3	(E)-YR 4	(F)-YR 5	(G)-YR 6	(H)-YR 7	(I)-YR 8
E-3	Superintendent (Sewer, Treatment Plant, Water)									
		\$48.82	\$50.27	\$51.77	\$53.31	\$54.90	\$56.54	\$58.23	\$59.96	\$61.75
		\$101,546	\$104,562	\$107,682	\$110,885	\$114,192	\$117,603	\$121,118	\$124,717	\$128,440

Applications shall be mailed to:
Genesee County Water and Waste Services, Attn: HR
4610 Beecher Rd, Flint, MI 48532
Applications can be e-mailed to: hr@gcdcwws.com

Position open until filled
Applications must either accompany or follow resume submission

NO PHONE CALLS. EEO.



GENESEE COUNTY DRAIN COMMISSIONER
DIVISION OF WATER & WASTE SERVICES

JOB DESCRIPTION

JOB TITLE: TREATMENT PLANT SUPERINTENDENT

DEPARTMENT: ARTP, District 3&7 or WTP

REPORTS TO: Assistant Director

REVISED: 05.15.2023

JOB SUMMARY: Wastewater: Oversees and directs the activities and operations of advanced and secondary wastewater treatment facilities, Laboratory, IPP programs, lagoon and spray irrigation facilities, low pressure sewer system facilities, and ancillary systems. Water: Under limited supervision, performs responsible administrative, supervisory and technical work managing the County's Waterworks Facilities. Responsible for supervising the operation and maintenance of the water collection and treatment system, inspects and performs repair work on waterworks facilities and equipment; monitors and maintains water sources, storage tanks, keeps various records pertaining to plant operations, monitoring and adjusting pumping, feed, and flow rates, responsible for completing all local, State and Federal reports.

PRIMARY DUTIES & RESPONSIBILITIES (Wastewater):

- Directs the day-to-day activities and staff of assigned wastewater treatment facilities. Duties include hiring, training, counseling, evaluating staff performance, and when necessary disciplining and/or discharging staff.
- Oversees the operation, maintenance and repair of assigned wastewater treatment facilities.
- Oversees the operation of the Division's Laboratory and IPP programs
- May supervise and train the Treatment Plant Manager at District 3 and 7
- Oversees the operation, maintenance and repair of assigned wastewater treatment facilities.
- Oversees enforcement of regulatory standards and permit requirements related to wastewater treatment plant operations. Duties include, but are not limited to, conducting facility inspections, analyzing operational data, initiating corrective action as necessary and preparing/overseeing preparation of related reports and compliance documentation.
- Participates in the planning, design and construction of facility upgrades, enhancements and expansions; assures compliance with related regulatory standards and permit requirements.
- Investigates and resolves treatment facility related issues and concerns.
- Works cooperatively and maintains communication with other departments and external parties to coordinate activities, resolve problems and exchange information.
- Prepares and administers assigned budget(s); assures expenditures are within the approved budget(s).
- Oversees the procurement of treatment facility-required supplies, parts and equipment assuring adequate inventory levels are available and compliance with GCDC purchasing policies.
- Oversees administration of service contracts with external contractors assuring compliance with contract specifications.
- Oversees and assists in preparation of treatment facility records, documents, analyses and reports.
- Develops and implements treatment plant operation and maintenance standards, policies and procedures.
- Monitors employee participation in required occupational safety and technical training programs.
- Attends and participates in various internal and external meetings; performs related tasks as required.
- Maintains current knowledge of local, state and federal mandates related to wastewater treatment plant operations.
- Participates in negotiating and administering labor contract provisions; recommends modifications to existing contract provisions as appropriate.
- Performs other duties as assigned.

PRIMARY DUTIES & RESPONSIBILITIES (Water):

- Directs the day-to-day activities and staff of assigned waterworks facilities. Duties include hiring, training, counseling, evaluating staff performance, and when necessary disciplining and/or discharging staff.
- Oversees the operation, maintenance and repair of assigned waterworks facilities.
- Oversees the operation of the waterworks laboratory, maintains and orders equipment, supplies, chemicals, monitors lab supply inventory.

TREATMENT PLANT SUPERINTENDENT

- Oversees enforcement of regulatory standards and permit requirements related to water treatment plant operations. Duties include, but are not limited to, conducting facility inspections, analyzing operational data, signatory responsibility and initiating corrective action as necessary and preparing/overseeing preparation of related reports, daily logs and compliance documentation.
- Participates in the planning, design and construction of facility upgrades, enhancements and expansions; assures compliance with related regulatory standards and permit requirements.
- Investigates and resolves treatment facility related issues and concerns.
- Works cooperatively and maintains communication with other departments and external parties to coordinate activities, resolve problems and exchange information.
- Prepares and administers assigned budget(s); assures expenditures are within the approved budget(s) with approved levels discretionary expenditures (signatory responsibilities).
- Oversees the procurement of treatment facility-required supplies, parts and equipment assuring adequate inventory levels are available and compliance with Division purchasing policies.
- Oversees administration of service contracts with contractors assuring compliance with contract specifications.
- Oversees and assists in preparation of treatment facility records, documents, analyses, purchase orders, work orders, logs and reports.
- Develops and implements plant operation and maintenance standards, safety standards, injury prevention standards, policies and procedures.
- Monitors employee participation in required occupational safety and technical training programs.
- Attends and participates in various internal and external meetings and seminars.
- Provides tours of the facility to various groups.
- Performs related tasks as required.
- Maintains current knowledge of local, State and Federal mandates related to water treatment plant operations and distribution.
- Has a clear and comprehensive understanding of Division policies regarding the department and Division function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.
- Participates in negotiating and administering labor contract provisions; recommends modifications to existing contract provisions as appropriate.
- Ability to give and receive oral and written direction read written instructions and write reports.
- Ability to read narrative and statistical reports, manuals, drawings, schematics, policies, permits, MDEQ standard methods, logs, invoices, data sheets, etc.
- Ability to utilize mathematical formulas, to understand and apply the theories of algebra and geometry and perform complex calculations such as those related to chemical dosage and pressure determination.
- Receives and responds to citizen complaints.
- Work weekends, holidays and respond to emergency calls during off-duty hours.
- Performs other duties as assigned.

JOB QUALIFICATIONS:

- Bachelor's degree in Civil Engineering, Environmental Engineering, Chemistry, Biology or related area.
- Supervisory skills to effectively manage the administration of assigned function(s).
Interpersonal skills necessary to effectively communicate, orally and in written form, with all levels of staff, engineering firms, vendors, external contractors, governmental agencies, and others in the exchange of information. The incumbent is also required to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability and mechanical aptitude to develop plans of action to address a variety of water and/or wastewater treatment facility system problems in a cost-effective and timely manner.
- Computer skills necessary to prepare required documentation.
- Ability to read and comprehend complex blue prints and schematics
- Adequate computer and logic skills to recognize and initiate changes to programmable logic controllers and related operational and control equipment.

TREATMENT PLANT SUPERINTENDENT

- Must have a valid Michigan driver's license or obtains one within three (3) months of hire and qualify to drive a Division vehicle in compliance with the Division Driver Policy
- Wastewater: Current EGLE Class A or B Wastewater Treatment Operator license (If B license must obtain Michigan Class A license within twenty-four (24) months of hire). Class L Lagoon Certification (or ability to obtain).
- Water: Current EGLE Class F-1 Waterworks Filtration Operator certification (If F-2 certified must obtain F-1 certification within twenty-four (24) months of hire).
- Water & Wastewater: 5 to 9 years of experience in water or wastewater treatment plant operation with knowledge of principles and practices of water or wastewater system treatment, water distribution or wastewater transmission operations and safe work practices. Must have knowledge of operating principles of valves, pumps, motors and various types of electrical and electronic equipment.

MENTAL & PHYSICAL REQUIREMENTS:

- Mental ability to adapt and respond to multiple priorities and demands and handle pressures related to emergency/ problem situations.
- Physical ability to conduct facility inspections and operate plant machinery.
- Must be able to lift 75 pounds to level of waist.
- Must have sense of touch, smell and hearing to diagnose problems and the sense of sight specifically the ability to differentiate distinctly between colors and shades of colors.
- Ability to walk on hard and uneven surfaces, ladders, scaffolding.
- Ability to frequently squat, bend and kneel.
- Read and interpret gauges and other recording devices reflecting water system operations.
- Perform various laboratory tests and document results.
- Diagnose operating problems, inspect, service and replace meters, fittings, filters, motors and meter boxes.
- Knowledge of the appropriate use of hand and power tools used in the maintenance and repair of all water systems.

WORKING ENVIRONMENT:

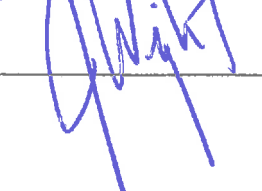
- Wastewater: Normal wastewater treatment plant environment with exposure to fumes, odors, noise, chemical hazards, confined work areas, and the like.
- Water: Normal plant environment with exposure to sun, low temperatures, high humidity, fumes, odors, noise, chemical hazards, airborne dust, confined work areas, and the like.
- On-call availability to handle work problems, emergency situations, etc. at all hours is required.

WAGE SCALE: E-3

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

APPROVED BY:  DATE: 5/16/23

APPROVED BY:  DATE: 5/16/2023

APPROVED BY:  DATE: _____