



## County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

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**Position:** Wastewater Superintendent

**Department:** Water and Wastewater Department

**Reports To:** Director of Water and Wastewater Systems

**Location:** Wytheville, VA

**FLSA Status:** Exempt

**Full-time/Part-time:** Full-time

**Seasonal:** No

**Posted Until:** Date or Until Filled

### Summary

Performs a variety of skilled, technical, supervisory, and administrative work in planning, organizing, and directing the installation, maintenance, and repair of the County wastewater treatment systems, lift stations, managing the department budget, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is reported to and performed under the general direction of the Director of Water and Wastewater Department. Departmental supervision is exercised over all personnel within the department.

### Work Schedule

- Monday – Friday 7:30 a.m. – 4:30 p.m. and weekends as scheduled
- Occasional on-call and call-outs as necessary

### Essential Functions

- Plans, organizes, and participates in the operations and maintenance of assigned sites, maintenance schedules, and priorities; troubleshoots process and equipment problems, and assists operators in correcting malfunctions or improving wastewater treatment and services.
- Develops and implements special projects, operational changes, and new programs to improve operational efficiency and/or effectiveness to meet regulatory changes or to utilize technological advancements.
- Provides technical oversight for operations, reviews and evaluates water/wastewater operational logs, process and analysis data to evaluate plant and related facilities' efficiency, effectiveness, and compliance with water/wastewater state and federal regulations.
- Prepares narrative and statistical reports as well as violation statements and technical/operating reports to regulatory agencies; coordinates with commercial and

industrial customers and others on technical issues related to commercial and industrial pretreatment permits.

- Ensures compliance with Federal, State and local environmental laws; ensures compliance with all Department of Environmental Quality VPDES permit requirements.
- Receives and responds to inquiries and complaints from citizens.
- Prepares and reviews a wide variety of reports; maintains files and records.

### **Operations and Maintenance**

- Plans preventive maintenance for the wastewater treatment plant operations, sewer lift stations, and sewer collection system; coordinates maintenance with the Water Superintendent as required.
- Coordinates the installation, maintenance, and repairs of wastewater system assets with outside contractors as directed.
- Troubleshoots operational issues, coordinates/recommends emergency repairs to the wastewater systems, ensures minimal outage of services.
- Maintains a variety of records relating to equipment, supplies, operational, and regulatory agencies.
- Ensures that all the necessary chemicals, parts, materials, supplies, and equipment are available by maintaining an inventory of such from suppliers. Makes recommendations for purchases of new items.
- Oversees and assigns the proper routine maintenance of vehicles, trailers, heavy equipment, light equipment, and power tools.
- Oversees the Supervisory Control and Data Acquisition system (SCADA) to ensure proper operation and control of the wastewater systems.
- Ability to use current GIS/GPS technology in implementing work and preventative maintenance; implement new technologies to improve the efficiency and documentation of asset management.
- Performs, directs and oversees, and assigns analysis of wastewater samples to maintain compliance with the Department of Environmental Quality VPDES permit requirements.
- Operates assigned sites to meet Department of Environmental Quality VPDES permit requirements.
- Assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.
- Supervises, instructs, and assists the Chief Wastewater Operator, Wastewater Operators, Operator trainees, and maintenance staff in routine and emergency activities.
- Assists Director of Water and Wastewater Systems with reviewing plans and specifications for utilities projects, and inspects work for compliance as directed.
- Provides recommendations regarding large equipment purchases and requisitions all supplies and materials needed for effective department operation.
- Prepare cost estimates and minor design plans as directed.
- Attend public, administrative, and governing body meetings as required.
- Assists Director of the Water and Wastewater Department in developing departmental operating and capital improvement budgets.

- Reviews and manages operating budget and monitors expenditures to ensure budget compliance.
- Analyzes annual operating costs and makes recommendations for the department budget to the Director.
- Prepares and approves purchase requisitions for approval by the Director.
- Coordinates the requisitions of needed supplies for the department.
- Ensures departmental activities are conducted safely and within regulatory requirements.
- Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety protocol and procedures and monitoring work in progress.
- Implements safe work practices and ensures compliance with VOSHA requirements.

### **Knowledge, Skills, and Abilities**

- Extensive knowledge of the principles and practices of wastewater plant operations as related to collection systems, primary, secondary, and tertiary treatment. Water/Wastewater treatment and distribution.
- County personnel policies, procedures, and practices, performance evaluation practices.
- Basic maintenance, plumbing, mathematics, and chemistry.
- Reporting, sampling, and testing requirements.
- Biological and chemical testing practices used in water/wastewater field operations.
- Safe work practices applicable to working in/around water and wastewater facilities.
- Supervisory practices.
- Training techniques.
- Regulations governing production, collection, treatment, distribution operations, and sludge disposal.
- Reclaimed and discharged water/wastewater standards.
- Budgeting principles and practices.
- Federal, state, and county reporting requirements and practices.
- Interagency coordination procedures.
- Related industry: computer hardware and software.
- Plan, organize, and manage the work of others engaged in water/wastewater production/collection, treatment, and distribution through subordinate staff; monitor plant, maintenance, and repair operations, and make operational changes.
- Ensure mandated quality standards are obtained; identify and analyze operational and administrative problems, and implement necessary procedural changes.
- Read, interpret, and work from blueprints, maps, drawings, sketches, specifications, and other technical documents.
- Research, understand, interpret, explain, and comply with laws, regulations, and policies governing water/wastewater operations.
- Collect and analyze data to establish/identify needs, evaluate program effectiveness, prepare budgets, narrative, cost, analytical, and/or statistical reports.
- Manage construction and consulting contracts to ensure the scope of work deliveries.
- Troubleshoot difficulties and direct corrective action to the operation of various facilities.
- Review techniques on work records and reports.

- Maintain accurate records and document actions taken.
- Determine the appropriate course of action in emergency or stressful situations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships.
- Follow and enforce safe work practices.
- Research regulations, procedures, and/or technical reference materials.
- Organize and prioritize work assignments; make routine arithmetical calculations

### **Education and Experience**

- Bachelor's degree in Civil Engineering, Construction Engineering and Management, Environmental Science, or a closely related field; and
- Five (5) years of experience relating to the operation, repair, and maintenance of water or wastewater collection systems or treatment systems, including the operation of related maintenance equipment; or
- Any equivalent combination of education and experience.
- Must possess a Class III or higher Wastewater Operator Certification as issued by the Virginia State Board for the Certification of Water or Wastewater works Operators, or be able to possess one of these within two years.

### **Special Requirements and Job Development**

- Must possess a Class III or higher Wastewater Operator Certification as issued by the Virginia State Board for the Certification of Water or Wastewater works Operators.  
Or
- Be able to possess one of these within two years of employment.

### **Physical Requirements**

- This work requires the occasional exertion of up to 10 pounds of force.
- Work frequently standing, walking, sitting, and speaking or hearing, and occasionally requires using hands to finger, handle, or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting repetitive motions
- Work requires close vision, distance vision, the ability to adjust focus, depth perception, color perception, night vision, and peripheral vision
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications, and/or to make fine distinctions in sound.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities.
- Work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles,

exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

*This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.*

*As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.*