

CITY OF NORWALK

PHONES


Area Code
419

Mayor	663-6700
Director of Finance	663-6710
Safety/Service Director	663-6700
City Law Director	663-6723
Public Works Director	663-6735
Utility Billing Office	663-6740

38 WHITTLESEY AVENUE
P.O. BOX 30
NORWALK, OH 44857

MEMORANDUM

TO: All Department Heads

FROM: Joshua R. Snyder, PE, Public Works Director 

DATE: 4/24/18

SUBJECT: Position Opening
Waste Water Treatment Plant Superintendent

Please be advised that a full-time position of **Superintendent** for the **Waste Water Treatment Plant** is open in the City of Norwalk. Note that this is an exempt, unclassified position.

A copy of the position description for this job opening is attached to this notice.

Any qualified person interested in the position should submit an application to the Josh Snyder (engineer@norwalkoh.com) by 4:00PM May 11, 2018.

~ Application forms are available on www.norwalkoh.com under the job postings → job application at http://www.norwalkoh.com/Miscellaneous%20Pages/job_postings.html

PLEASE POST THIS COMMUNICATION IN A PROMINENT PLACE

CITY OF NORWALK
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: SUPERINTENDENT OF WATER AND WASTEWATER TREATMENT
Classification Specification: 50205 Superintendent of Wastewater Treatment

Office/Division:	Water & Wastewater Treatment	Employment Status:	Full-Time
Reports To:	Public Works Director	Civil Service Status:	Unclassified
		FLSA Status:	Exempt

QUALIFICATIONS

1. completion of secondary education or equivalent
2. ten (10) years of experience in water supply and wastewater works operation
3. seven (7) years in a supervisory role or equivalent

LICENSURE OR CERTIFICATION REQUIREMENTS

Must possess and maintain a Class III OEPA Water Supply Operator's certificate and a Class III OEPA Wastewater Operator's certificate.

Must possess a State of Ohio motor vehicle operator's license, plus must remain insurable under the City's vehicle insurance policy.

Failure to maintain licensure requirements may result in a removal from the position.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment)

Knowledge of:

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|--|--|
| 1. sanitary science | 7. management practices and principals |
| 2. state and federal standards governing treatment processes | 8. public service and safety administration practices and principles |
| 3. operating procedures and processes of water and wastewater treatment plants | 9. departmental policies and procedures* |
| 4. equipment utilized in treatment operations | 10. civil service rules and regulations |
| 5. chemistry and bacteriology | 11. budgetary process |
| 6. mechanical and electrical maintenance procedures | 12. city government structure and process |
| | 13. operation of water and wastewater plants |
| | 14. public relations |

Ability to:

1. direct and coordinate activities of others
2. exercise independent judgment
3. communicate effectively
4. evaluate current operational conditional or needs, identify problem areas, and formulate corrective measures
5. collect, analyze, input and interpret data
6. perform heavy labor for extended periods of time
7. prepare and maintain accurate documentation
8. develop and maintain working relationships with associates, elected officials, and the general public

Position Title: SUPERINTENDENT OF WATER AND WASTEWATER TREATMENT

ESSENTIAL FUNCTIONS OF THE POSITION For purposes of 42 USC 12101:

1. Assumes responsibility for operation of wastewater treatment plants; ensures plant operation meets state and federal requirements; plans for major repairs, replacement of facility equipment, and other such improvements.
2. Confers with management personnel on personnel-related issues.
3. Plans maintenance programs and participates in maintenance and repair of treatment facilities; works with subordinates to plan the inspection and evaluation of local industries.
4. Supervises work of, delegates tasks to, and provides information for plant personnel; disciplines employees in accordance with City policy; ensures employee adherence to safety rules and regulations; conducts employee performance evaluations; interviews and recommends job applicants for hire.
5. Conducts research and prepares plans regarding short-term and long-term water and wastewater treatment needs of the City; prepares and maintains other reports and records as necessary.
6. Meets and confers with other department heads, council members, and the general public regarding treatment plant needs, problems, plans, and other related matters; participates in decision making and resolution processes; confers with Water Treatment Superintendent and considers such input in dealing with and attempting to resolve operational problems or citizen complaints.
7. Prepares annual budget request and monitors expenses to ensure expenditures do not exceed amount appropriated; approves purchases; prepares purchase requests and authorizes payment of invoices.
8. Coordinate workforce, budgets and projects with the Water Treatment Superintendent on a regular basis.
9. Cover for Water Treatment Superintendent, in his/her absence
10. Demonstrates regular and predictable attendance.
11. Maintains required licensure and certification.

OTHER DUTIES AND RESPONSIBILITIES

1. Reads publications, attends conferences and seminars to keep abreast of changes in the field.
2. Assists with the operation and maintenance of plants as necessary.
3. Performs other duties as assigned.

EQUIPMENT OPERATED

1. motorized vehicles
2. hand and power tools
3. standard business office equipment
4. process control equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

1. floor and wall openings, platforms, and runways
2. fixed industrial stairs
3. portable ladders
4. scaffolding
5. noisy operations or activities
6. compressed gases (including acetylene)
7. flammable and combustible liquids
8. personal protective equipment (head, eye, face)
9. portable fire extinguishers
10. electrical wiring and components
11. the handling of materials and supplies

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12. hand operated power truck
13. woodworking equipment and abrasive wheels
14. hand and portable powered tools
15. air contaminants
16. welding and cutting (oxygen fuel, gas and arc)
17. construction type equipment
18. machines and equipment which could accidentally become energized during servicing and maintenance
19. hazardous chemicals
20. confined spaces
21. exposure to chemicals found in an office environment
22. occasional exposure to hot, cold, wet, humid, and windy weather conditions
23. occasional exposure to dust, dirt, odors, and sewage

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

Section 5: That the compensation for Director of Public Service and Safety is hereby set as follows:

<u>Class</u>	<u>Bi-Weekly 2016</u>	<u>Bi-Weekly 2017</u>	<u>Bi-Weekly 2018</u>
1	2,665	2,719	2,800
2	2,360	2,407	2,480
3	2,118	2,160	2,225

Section 6: That the compensation for Director of Public Works is hereby set as follows:

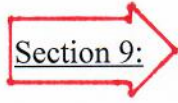
<u>Class</u>	<u>Bi-Weekly 2016</u>	<u>Bi-Weekly 2017</u>	<u>Bi-Weekly 2018</u>
1	3,092	3,153	3,248
2	2,885	2,942	3,031
3	2,679	2,732	2,814

Section 7: That the compensation for General Services Superintendent is hereby set as follows:

<u>Class</u>	<u>Bi-Weekly 2016</u>	<u>Bi-Weekly 2017</u>	<u>Bi-Weekly 2018</u>
1	2,536	2,586	2,664
2	2,346	2,393	2,465
3	2,228	2,272	2,340

Section 8: That the compensation for General Services Assistant Superintendent is hereby set as follows:

<u>Class</u>	<u>Bi-Weekly 2016</u>	<u>Bi-Weekly 2017</u>	<u>Bi-Weekly 2018</u>
1	2,331	2,377	2,449
2	2,142	2,185	2,250
3	1,998	2,038	2,099

 Section 9: That the compensation for Water Treatment Plant Superintendent and Waste-Water Treatment Plant Superintendent is hereby set as follows:

<u>Class</u>	<u>Bi-Weekly 2016</u>	<u>Bi-Weekly 2017</u>	<u>Bi-Weekly 2018</u>
1	2,617	2,670	2,750
2	2,448	2,497	2,572
3	2,287	2,333	2,403

Section 10: That the compensation for Water and Waste-Water Treatment Plant Assistant Superintendent is hereby set as follows:

<u>Class</u>	<u>Bi-Weekly 2016</u>	<u>Bi-Weekly 2017</u>	<u>Bi-Weekly 2018</u>
1	2,331	2,377	2,449
2	2,142	2,185	2,250
3	1,998	2,038	2,099