



FRUITA

COLORADO

CITY OF FRUITA JOB ANNOUNCEMENT

Date of Posting:	May 13, 2024
Job Title:	Wastewater Facility Superintendent
Department:	Wastewater
Starting Salary:	\$88,628.80 – \$93,828.80 annually, paid on a bi-weekly basis
Benefits:	Health Insurance, Dental Insurance, Vision Insurance, Holiday Pay, Sick Time, Vacation Time, 401(a), Flex Spending Account, and AFLAC Supplemental Insurance
FLSA Status:	Exempt
No. of Open Positions:	1

SUMMARY:

This position supervises, assigns, reviews and participates in the work of staff responsible for operating and maintaining the City's Wastewater Reclamation Facility; ensures facility compliance with federal, state, and local rules, laws and regulations; and performs a variety of technical tasks relative to assigned area of responsibility. This individual reports to the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, prioritizes, delegates, empowers and supervises the work of staff responsible for providing operation and maintenance services for the City's Wastewater Reclamation Facility to ensure facility compliance with federal, state and local rules, laws and regulations; oversees the processing of wastewater and its by-products.
- Participates in the selection of operation and maintenance staff; prepare performance evaluations; provides or coordinates staff training; work with employees to correct deficiencies; implements discipline procedures if required.
- Prepares various reports on operations and activities such as Daily Process Sheets, DMR and Biosolids reports; ensures that reports comply with established guidelines.
- Assists in the implementation of goals and objectives; establish schedules and methods for providing operation and maintenance services for effective wastewater treatment.
- Participates in the preparation and administration of the assigned budget; submits budget recommendations; monitors expenditures. Reviews specifications, scope and bid documents for capital equipment additions and replacement.
- Monitors and interprets laboratory and operational data; ensures treatment processes and water quality tests are in compliance with regulated guidelines; makes adjustments to treatment processes including chemical application where required.
- Performs a variety of recordkeeping functions on plant operations; generates computer reports.
- Checks wastewater treatment facilities and equipment for needed maintenance and repairs; coordinates and conducts maintenance functions; works with outside contractors as necessary; ensures work quality conforms to standards.
- Supervises the maintenance and use of time, material and equipment; prepare specifications for material and equipment purchases; requisitions supplies and materials; maintains preventive maintenance records.
- Operates all plant equipment and fill in when needed
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.

OTHER DUTIES AND RESPONSIBILITIES:

- Ensures the adherence to safe work practices by maintenance personnel.
- Performs related duties and responsibilities as required.

SUPERVISORY RESPONSIBILITIES:

This position supervises all plant operations which may include all operations, maintenance, laboratory and solids handling, and the related and assigned staff of each of those areas.

QUALIFICATIONS:

Education or Formal Training and Licenses:

- College degree with course work in chemistry, biology and/or related environmental field or 8 years' experience directly related to wastewater treatment processes.
- Specialized training in wastewater treatment and operations.
- Experience in wastewater collection systems.
- Possession of the Class A Wastewater Operator Certificate issued by the Colorado Department of Public Health and Environment Water and Wastewater Certification Board.
- Possession of an appropriate, valid Colorado driver's license.

Experience:

Minimum of six years of increasingly responsible operations and maintenance experience in a wastewater treatment facility, including one year of lead responsibility of treatment processes. Demonstrated experience in supervision of subordinates in past positions.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Operations, services and activities of wastewater treatment programs.
- Functions and purposes of wastewater treatment.
- Standard principles of biology, chemistry and mathematics as related to wastewater treatment, to include advanced BNR, microbiology, and advanced solids processing (ATAD system) techniques related to wastewater treatment
- Methods and techniques of laboratory analysis and testing.
- Materials, methods, practices and equipment used in the maintenance and operation of wastewater treatment facilities.
- Maintenance and repair activities generally performed in a wastewater treatment system maintenance and repair program.
- Occupational hazards and standard safety precautions necessary in the work.
- Principles and procedures of recordkeeping and reporting.
- Basic principles of municipal budget preparation and control.
- Modern office procedures, methods and computer equipment as it relates to HMI/Supervisory Control and Data Acquisition (SCADA) Systems.
- Administrative efficiency in use of Microsoft Office 365.
- Principles and effective application of supervisory techniques, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Completion and compliance with EPA (NPDES), and State (CDPS) regulations and reports.

Ability to:

- Schedule, supervise, organize, and review the work of operational and maintenance personnel.
- Operate and maintain wastewater treatment machinery and equipment.
- Work with a variety of chemicals related to wastewater treatment activities.
- Ensure facility compliance with Federal, State and local rules, laws and regulations.
- Select, supervise, train, develop and evaluate staff.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Interpret and apply city and departmental policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:**Work Environment:**

Office or wastewater treatment facility environment; exposure to hazardous chemicals.
Mostly sedentary with periods of mobility and light physical activity.

Physical Activities:

- Essential functions may require maintaining physical condition necessary for walking, standing, or sitting for long periods of time; operating motorized vehicles.
- Ability to effectively interact with other individuals, (co-workers, public, children, etc.);
- Use and normal maintenance of office machines, (copier, computer, printer, scanner, fax, etc.);
- Handling of files weighing up to 10 pounds, including floor to waist and overhead lifting;
- Ability to lift, push and move office supplies weighing up to 50 pounds;
- Ability to bend, stoop, stretch, reach, carry, grasp and turn objects;
- Ability to climb stairs and stand, sit and walk for up to 60 minutes at a time;
- Acceptable eyesight to read printed material and a computer monitor and to operate office equipment;
- Acceptable hearing to communicate with others in person or through telephonic means;
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors.
- Ability to operate motor vehicle for transportation to and from other City buildings, meetings, vendors, etc.

TO APPLY:

Submit a online City applications, along with a cover letter and resume at www.fruita.org/hr. **Position is open until filled with first review of applications on Friday, May 31, 2024.**

The City of Fruita is an Equal Opportunity Employer