

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: WASTEWATER TREATMENT SUPERINTENDENT

TITLE #: 1741

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration of a municipal wastewater treatment and transmission system. Work is performed under the supervision of the Municipal Board or Town Supervisor with leeway permitted to exercise independent judgment within the limitations of regulations governing the operation of wastewater treatment and transmission systems. Supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the operation and maintenance of the wastewater treatment facility and transmission system;

Works with assigned personnel to assure proper operation and maintenance of all existing wastewater facilities;

Establishes preventive maintenance and safety procedures;

Schedules and assigns operational staff;

Supervises and conducts inspections of sewer repairs and new installations;

Schedules and observes testing of new sewer installations;

Responds to emergency calls and conducts necessary repairs;

Performs all duties necessary to maintain the operational stability of the wastewater facilities;

Prepares and reviews annual department budget and monitors monthly expenditures;

Prepares and reviews monthly monitoring reports for submission to the Department of Environmental Conservation;

Reviews and makes recommendations for correction of complaints received by the Wastewater Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices used and equipment required in the operation and maintenance of a wastewater treatment plant with facilities for the activated sludge process, including all modifications; good knowledge of sewer installations and repairs; ability to plan and assign the work of subordinates; ability to prepare and monitor annual budget; ability to communicate both verbally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a Wastewater Treatment Plant Certification issued under the provisions of the New York State Sanitary Code in a grade determined appropriate by the appointing authority and two (2) years experience as a Wastewater Treatment Plant Operator, one (1) year of which shall have involved supervisory responsibilities.

JURISDICTIONAL CLASSIFICATION: Competitive

08/16/05 AG