

BOROUGH OF BELLEFONTE POSITION DESCRIPTION

POSITION TITLE: Wastewater Treatment Plant Superintendent
DEPARTMENT: Wastewater Treatment Plant
REPORTS TO: Borough Manager
FLSA STATUS: Exempt
CLASSIFICATION:

Overall Objective of Job:

The superintendent shall be responsible for the following as they apply to the wastewater treatment plant: plant operation, plant maintenance, laboratory analyses, purchasing / costing, regulatory compliance / reporting, regulatory administration, personnel management, residuals management, industrial pretreatment, septage disposal, clerical / recordkeeping, public relations, and safety. In addition, the superintendent shall be certified through PA DEP in Land Application of Biosolids and as a Wastewater System Operator, minimum, Class-B, Subclass 1 and 2.

Essential Functions of Job:

- **Plant Operation-** Oversee all phases of plant operation. Evaluate treatment processes and laboratory data and adjust plant process controls to achieve optimal plant performance. Assure that all operational records are current and complete.
- **Plant Maintenance** -Oversee all phases of preventative and corrective maintenance on all stationary and mobile mechanical and electrical equipment / high tech electronic devices. Also oversee all physical plant maintenance - buildings and grounds. Assure that all maintenance records are current and complete.
- **Laboratory-** Oversee the operation of a wastewater analytical laboratory performing sampling and analysis in support of the following programs: NPDES permit, biosolids recycling, industrial pretreatment, septage receiving, plant process control, sewer user surcharge, and facility upgrades. Assure that all laboratory records are current and complete.
- **Purchasing/Budgeting-** Oversee the purchase of all materials, supplies, parts, and services for plant operation and maintenance via a purchase order system. Obtain cost effective pricing through comparative shopping, price quotations, and competitive bidding. Maintain compliance with required procedures for large purchases and write bid specifications as necessary. Assure all purchasing records are current and complete. Assist in budget planning and decision-making process for annual budget.
- **Regulatory Compliance / Reporting-** Responsible for maintaining compliance with the following federal, state, and local regulations: NPDES, Biosolids Land Application, Industrial Pretreatment, Landfill Disposal, Emergency Planning, Storage Tank, Labor & Industry, and Insurance. Generate monthly Discharge Monitoring

- reports, the annual Wasteload Management Report, Pretreatment Annual Report, and Biosolids Annual Report.
- **Regulatory Administration-** Maintain a thorough knowledge of Bellefonte's Sewer Use and Industrial Pretreatment Ordinances and administer the regulations contained therein as they apply to local industries, commercial operations, and septage haulers.
 - **Personnel Management-** Oversee a staff of 10 full time employees in a union environment. Maintain a continuous operation work schedule in conjunction with holidays, personal days, sick days and vacations without incurring excessive overtime. Implement disciplinary procedures when necessary. Interview and evaluate job applicants and recommend potential new hires. Oversee time, attendance and payroll recordkeeping and assure all personnel records are current and complete.
 - **Residuals Management-** Oversee the recycling of biosolids on cropland to include biosolids dewatering, storage, hauling, spreading, and quality testing. Calculate spreading rates and track pollutant loading rates for all crop fields. Coordinate all biosolids spreading with the farm owners / operators and maintain good Borough / farmer relationships. Locate additional farm acreage as needed and complete the PADEP approval process for adding acreage. Oversee on-site storage, hauling, and off-site disposal - at an approved landfill - of sewage grit \ bar screenings. Obtain, as necessary, and maintain landfill approval for the grit \ bar screenings waste stream. Assure that all biosolids recycling and grit \ bar screenings disposal records are current and complete.
 - **Industrial Pretreatment Program-** Oversee the ongoing collection of analytical data used to determine Bellefonte's local discharge limits, which are applied to industries in the sewer service area. Update the local discharge limits as necessary to account for changing conditions at the treatment plant. Issue Wastewater Contribution Permits based on these local limits and, in some cases, USEP A mandated limits. Inspect industries and analyze their wastewater discharges on a regular basis to monitor for permit compliance. Carry out enforcement actions against industries in noncompliance. Survey new and existing industries to assess the need to include them in the program. Calculate invoices to industrial users for program related expenses. Represent the Borough during USEP A inspections and audits of Bellefonte's program. Assure that all pretreatment program records are current and complete.
 - **Septage Disposal Program-** Set guidelines for the acceptance of hauled waste at the treatment plant to protect workers, the plant, and the environment; and to meet USEP A and PADEP standards. Issue Waste Hauler Permits based on these guidelines and monitor haulers for permit compliance. Carry out enforcement actions against haulers in non-compliance. Oversee the documentation of the source and type of all hauled waste received at the plant. Recommend disposal fees to assure adequate revenue, and oversee compilation of monthly billing information. Assure that all septage disposal records are current and complete.
 - **Recordkeeping-** Must be a skilled computer operator with knowledge of word processing and spreadsheet functions. Good typing and strong organizational skills are necessary. Generate various correspondences I reports on a regular basis, and maintain a very extensive filing and recordkeeping system, all without secretarial support.
 - **Public Relations-** Required to maintain good public relations, representing the Borough in a professional manner at various community meetings; such as permit public hearings, sewage planning meetings, and inter-municipal board meetings.

Participate in community activities, such as high school career day and civics day. Conduct plant tours for various student, civic, and other organizations. Handle any inquiries / complaints from the public in a calm, rational manner. Deal directly with the news media on occasion.

- **Safety**- Responsible for assuring a safe work environment for all employees. Maintain a system to monitor the plant for unsafe conditions, and oversee the correction of any such conditions. Work with the Borough's safety committee and insurance carrier on safety related issues. Facilitate safety training for plant employees.
- **Meeting Attendance** – Attend regular and special Authority meetings. Attend any/all related WWTP meetings with PA DEP.
- Other duties as assigned.

Supervision Received:

Borough Manager/Borough Authority

Working Conditions:

- An indoor laboratory/factory environment with controlled temperature, and with occasional strong odors and exposure to chemicals;
- Consistent loud noise.

Essential Physical Demands:

- There are not any physical demands to this position except a lot of stair climbing.

Qualifications:

A. Education/Training:

- High school diploma or the equivalent required;
- DEP Laboratory Accreditation Certification;
- PA Wastewater Operators Certification Class B or higher;
- Degree in chemistry or biology preferred.

B. Work Experience:

- Ten-years experience in wastewater treatment required.

Knowledge, Skills and Abilities Required:

- Basic knowledge of arithmetic;
- Basic knowledge of computers;
- Good verbal and written skills;
- Good interpersonal skills;
- Detail oriented;
- Ability to understand and follow instructions;
- Ability to work independently with minimal supervision;
- Self-motivated.

- Excellent leadership skills