

**OGUNQUIT SEWER DISTRICT
JOB DESCRIPTION
SUPERINTENDENT**

Job Title: Superintendent
Department: District
Reports To: Board of Trustees
Position Type: Full-Time

Classification: Exempt
Other:
Supervises: All Staff

GENERAL SUMMARY: The Superintendent is a highly responsible administrative and technical position directing all phases of wastewater utility work, including sewers, pumping stations, wastewater treatment, process control, personnel supervision, and general administration. Under the administrative direction of the Board of Trustees, the Superintendent performs administrative and supervisory work in various capacities within the District. Interaction and cooperation with municipal, state, federal governments, utilities, and the public are required.

ESSENTIAL JOB FUNCTIONS:

- Directs, manages and coordinates District operations, staff, facilities, programs, projects and planning of existing and future services.
- Coordinates and oversees the activities of the District's consultants, engineers, attorneys and financial advisors.
- Signs District contracts and agreements which do not require specific signatures of the Board of Trustees.
- Oversees and implements financial controls and reporting requirements.
- Prepares and administers the department's operating and capital budgets, monitors expenditures, and plans for future infrastructure improvements.
- Provides final approval of personnel actions; including hiring of new employees, formal disciplinary actions, and separations.
- Identifies and communicates to the Board all District needs for repairs, replacements and capital improvements.
- Directs development and implementation of short and long-term plans for maintenance and operations.
- Oversees the District's staff and all personnel administration.
- Reviews and makes recommendations concerning rate revisions and bond refinancing.
- Conducts and oversees public relations.
- Attends District Board Meetings and provides information and recommendations to the Board.
- Represents the District on governmental and interagency issues, associations, and other utility districts.
- Ensures that emergency preparedness plans, activities, procedures and drills are established and practiced in order to support delivery of critical resources in the event of an emergency or disaster.
- Resolves customer issues as necessary.
- Maintains regular, predictable and reliable attendance.
- Maintains excellent communication and fosters a collaborative working environment with all staff, as well as with the public.
- Follows all District policies.
- Maintains a clean and safe work environment.
- Performs other duties as needed or assigned by the Board of Trustees.

KNOWLEDGE/SKILLS

- Knowledge of planning, design, and operation of wastewater treatment processes and collection systems, including pumping stations, gravity and pressure sewers
- Knowledge of local, state and federal regulations and standards related to the operation and maintenance of wastewater treatment and collection systems
- Knowledge of chemical and physical methods for sampling and the analysis and treatment of wastewater and its byproducts
- Knowledge of occupational hazards associated with the operation and maintenance of wastewater treatment and collection systems
- Knowledge of materials and supplies acquisitions including bidding requirements and specification development
- Knowledge of budget preparation and monitoring and accounting processes and procedures
- Strong PC skills including proficiency in Excel
- Strong work ethic and team player
- High degree of professionalism
- Decision-making, problem-solving, and analytical skills
- Organizational skills with the ability to prioritize
- Attention to detail
- Strong interpersonal (verbal and written) communication skills
- Must be adaptable and resilient to different personalities and backgrounds
- Dependable, follows instruction, responds to management direction and solicits feedback to improve performance

ABILITY TO:

- Prepare, analyze and interpret laboratory results and make process control recommendations based on that analysis
- Effectively and efficiently direct District resources including human resources
- Maintain a clean, organized, and safe work environment
- Direct and supervise personnel including evaluation, training, and corrective measures
- Demonstrate proficiency in computer applications including MS office, GIS, and SCADA programs
- Make critical decisions involving work assignments, staffing priorities, and achieve District objectives
- Provide testimony at public hearings and trials
- Effectively communicate by written reports and oral presentations to staff, trustees, governmental agencies and the public
- Establish and maintain effective working relationships with employees, other departments and the public
- Deal sensitively with confidential material
- Attend any required or recommended training

MINIMUM REQUIREMENTS

Experience and Education/Training:

- Associate's degree from an accredited college or university with a major in engineering, business management, biological science, hydrology, chemistry, environmental or industrial technology, or environmental science
- Five (5) years of experience in management, administration, construction, installation, or operation and maintenance of sewer collection systems, or other wastewater facilities, plus four (4) years of supervisory experience

Licenses/Certifications:

- Possess a valid Grade 3 State of Maine Wasterwater operator’s license or the ability to obtain within a period not to exceed one year; or possess a valid Professional Engineer’s license
- Current valid State of Maine Class C driver’s license with a clean driving record

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from very quiet in the office to extremely loud in pumping stations and aeration equipment locations. This position also encounters and must endure significant inclement weather. Potentially hazardous conditions exist from chemical exposures and hazardous atmospheric conditions relating to flammables, oxygen depletion, and toxins in the collections systems and at the treatment plant.

The employee must occasionally lift and/or move up to 50 pounds. The position requires full range of body motion, to include bending at waist and full use of lower extremities and back muscles. It also requires excellent levels of equilibrium when positioned on slippery wet or erratically moving surfaces. Possess accurate depth perception, as well as near/far vision of 20/40, uncorrected or corrected and the ability to distinguish colors. The employee will possess fine motor dexterity in both hands required for computer use. The employee must be able to operate an automobile, ascend and descend ladders and steep stairwells at pumping stations, and work in confined spaces.

TOOLS & EQUIPMENT USED:

Personal computers and tablets with applicable software and hardware attachments to include GIS/GPS and Engineering CAD software, televising inspection equipment, cellular devices, SCADA software and controls, safety hoists, hazardous atmospheric testing equipment, wastewater analysis equipment and testing equipment relative to construction in a municipal setting.

The above is intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature:

Date: