

**CITY OF NORTH OLMSTED
ASSISTANT SUPERINTENDENT - PLANT**

The City of North Olmsted Waste Water Treatment Plant is seeking a Full Time Assistant Superintendent - Plant. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department by December 8, 2022.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Under general direction of the Superintendent, assists the Superintendent with oversight, operation and maintenance of the City Wastewater Treatment Plant; provides general supervision to staff of Plant and oversees the treatment process within plant (e.g. operation and inspection of equipment, use of chemicals; etc.)

QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education (high school or GED), plus three (3) years experience with operation, equipment and regulations involved in Wastewater Treatment Plant; or any combination of knowledge, skills and abilities necessary to perform essential function of job.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess valid State of Ohio driver's license; must remain insurable under the City's vehicle insurance policy. Must possess and maintain a valid State of Ohio EPA Class III Wastewater Treatment License at time of hire.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

ISE meter, PH/ORP meter, balances, ovens/mettle furnace, incubator, IDEXX & membrane filter, computer, SCADA, process equipment, dewatering equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: works in and around sewers and unsanitary conditions; works with chemicals; works around motorized equipment; is exposed to gas, noise, fumes, and wet

walking surfaces; works in inclement weather conditions (e.g., snow, sleet, rain, etc.); is exposed to traffic; is exposed to dirt, dust, and odor; works with and around chemicals found in an office environment (toner, correction fluid, etc.); may occasionally be exposed to other hazardous or physically demanding working conditions experienced by divisional personnel.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
JOB DUTIES

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

1. Responsible for inspecting entire plant daily (e.g. checks gauges, charts, equipment; takes readings and records readings; makes adjustments to machinery and equipment; refers repairs to maintenance general foreman; etc.)
2. Provides general supervision to Operators, Laborers, and other employees (e.g. monitors employee performance to ensure compliance with policies and procedures; ensures compliance with safety rules and regulations; assigns duties to treatment and maintenance staff; interviews candidates and makes hiring recommendations; oversees training of staff; provides direction and guidance to subordinates; administers employee discipline; adjusts employee grievances; etc.)
3. Supervises use of chemicals within plant and wastewater treatment process (e.g. use of sodium aluminate according to prescribed formula to be mixed with plant influent flow; etc.); maintains records of Centrifuge operations pertinent to economic control of system; consults with Chemist and Environmental Engineer to develop studies to analyze laboratory test data; maintains daily records of chemicals used and wastewater pumped; etc.
4. Supervises operation of pumps, electric motors, metering equipment, chlorinating equipment and other operation equipment; supervises general custodial work as is necessary (e.g. washing windows, painting equipment, shoveling snow; etc.).
5. Assists the Superintendent with budget preparations, cost analysis, design and planning of plant processes; prepares and submits reports as requested by Superintendent; Assists with other administrative duties (e.g. attendance, record keeping, payroll, etc.).
6. Assists with preparation monthly and periodic reports regarding the wastewater system and plant, including but not limited to, monthly City and Ohio EPA reports, annual department reports, annual EPA reports; etc...

7. Maintains required licensures and certification.
8. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: department policies and procedures;* city goals and objectives;* bacteriology; chemistry; lab procedures; wastewater treatment plant operating procedures; wastewater treatment regulations; wastewater treatment plant maintenance; hydraulic, chemical and mechanical principles pertinent to wastewater treatment; geographic layout of jurisdiction;* supervision; organizational goals and objectives; resource management; employee staffing principles; budgeting; office practices and procedures; certification/licensure requirements

Skill in: motor vehicle operation.

Ability to: deal with problems involving several variables within a familiar context; understand system of mechanical procedures; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; maintain accurate records; use statistical analysis; maintain records according to established procedures; work independently; define problems, collect data, establish facts, and draw valid conclusions; determine material and equipment needs; read, copy, and record figures accurately; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; gain access to the worksite; develop and maintain effective working relationships; perform light manual labor; travel to and gain access to work sites with associates, supervisors, and general public; understand a variety of written and/or verbal communications.

POSITIONS DIRECTLY SUPERVISED:

Operations Laborer
Licensed Operator
Chemist
PT/Seasonal Help

Starting Salary Range

\$51,249.90 annual - \$87,014.72 annual