City of Flushing

Wastewater Treatment Plant

**Superintendent**

# Position Summary

Supervise the operation and maintenance of the wastewater plant and seven sewage lift stations. The treatment system includes a pumping station, grit removal, primary clarification, conventional activated sludge and sequencing batch reactor secondary systems, UV disinfection, and anaerobic sludge digestion. The annual average daily plant flow is around 1.3 MGD and the annual biosolids production is around 1.2 million gallons.

# Supervision Received

The WWTP superintendent is under the supervision of the city manager, or their designee.

# Supervision Exercised

The WWTP superintendent supervises the WWTP operators and DPW maintenance/utility technicians engaged in operation or maintenance work at the treatment plant and the sewage lift stations and may be called upon to perform the following essential duties and other duties as assigned:

# Responsibilities and Duties

* Plan, organize, assign, and supervise the work of others, including daily work schedules and special projects.
* Attend meetings as required
* Oversee and lead the maintenance and repair of the wastewater process equipment, building, plant structures, and seven sewage lift stations.
* Oversee facility grounds maintenance, including the repair and maintenance of related equipment.
* Read and interpret blueprints, diagrams, charts, maintenance manuals, and specifications.
* Work with engineers and contractors to plan and see projects through to completion.
* Oversee routine laboratory analysis, maintain laboratory equipment, and maintain records for reporting and process control.
* Work with Microsoft Excel to maintain plant data bases and reporting. This includes adjusting excel pages and formulas to meet any changing needs.
* Maintain application requirements and deadlines for the city’s NPDES discharge permit. Ensure compliance with that permit and submit required reports.
* Manage the annual department budget items as assigned for your department.
* Oversee the purchase of equipment, parts, and supplies for inventory or immediate use.
* Develop and maintain standard operating procedures.
* Maintain, follow, and provide staff training in safety, security, technical issues and policies and procedures.
* Work outside normal working hours as needed to correct any problems that arise within the wastewater plant or at one of the cities seven lift stations. This includes responding to emergency call-ins, which can occur any time, day or night.
* Work cooperatively with other departments, contractors, and regulatory agencies to coordinate activities, exchange information, and resolve problems.
* Oversee the administration of contracts with external contractors assuring compliance with contract specifications.
* Maintain and diagnose system problems involving electrical, control systems, pumping, the activated sludge process, UV disinfection, and anaerobic digestion.
* As this is not an exhaustive list, other duties may be assigned

# Required Qualifications for Employment

Must possess State of Michigan class B or higher Municipal Wastewater Treatment Plant Operator’s Certificate. Possess a class B Commercial Drivers License with air brakes and the N tank endorsement (preferred, but not required)

Ability and willingness to:

* + - Establish and maintain effective working relationships with others.
		- Communicate effectively verbally and in writing.
		- Maintain regular and reliable attendance.
		- Respond politely to the public.
		- Think quickly and respond appropriately in emergency situations.
		- Function and perform well under pressure.
		- Work extra hour when needed.
		- Work in a manner that will not endanger the safety of one’s self, others, or equipment.
		- Accept change graciously.
		- Work outdoors in all types of weather.