



City of Naples

## Wastewater Treatment Plant Superintendent

<b>SALARY</b>	\$80,767.00 - \$125,188.00 Annually	<b>LOCATION</b>	380 Riverside Circle Naples, FL
<b>JOB TYPE</b>	Full Time	<b>JOB NUMBER</b>	202300465
<b>DEPARTMENT</b>	Public Works - Wastewater Treatment	<b>OPENING DATE</b>	12/08/2023
<b>CLOSING DATE</b>	Continuous	<b>FLSA</b>	Exempt
<b>BARGAINING UNIT</b>	Non-bargaining		

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### **GENERAL DESCRIPTION OF DUTIES**

The purpose of this classification is to perform highly crucial and sensitive administrative and technical work at the management level, overseeing the operation, maintenance, improvement, repair, and environmental compliance activities of the City's water or wastewater treatment plants. Employees in this classification exercise considerable independent judgement in establishing work priorities and managing day-to-day operations of the treatment plant, and report directly to the Public Works Deputy Director or the Public Works Director's designee.

### **EMERGENCY RESPONSE STATEMENT**

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees may be subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

***The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.***

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Plans and manages the daily operations of water or wastewater treatment plant; establishes operational policies and procedures; writes and amends safety rules and regulations; oversees the administration of the department's safety program; modifies operations to comply with new rules and regulations; and keeps employees informed of operational and policy changes and their impact on the plant and work assignments.

- Ensures all plant activities and operations comply with all local, state and federal rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations; prepares and submits related reports as required.
- Monitors plant systems; conducts regular inspections of plant and equipment ensuring continuous and effective operation; ensures preventive maintenance and scheduled and emergency repairs are performed; ensures a safe and clean work environment.
- Reviews all forms, readings, logs, test results and other operational forms and records prepared by subordinates; and reviews operational reports and records to ensure operations comply with quality standards and tolerances.
- Collects water samples and performs laboratory analyses; identifies concentrations of chemical, physical or biological characteristics of water and records findings; evaluates data; makes adjustments to water treatment; and writes reports as required.
- Prepares operational and statistical reports of water treatment plant activities and water analyses; submits records and reports to state and federal regulatory authorities as required; and establishes and maintains related files.
- Provides general oversight and supervision of the City's on-site certified laboratory and laboratory staff, ensuring continued compliance with National Environmental Laboratory Accreditation Program (NELAP) standards.
- Develops and administers budget for plant operations; prepares and submits the annual budget for approval; monitors expenditures against approved budget; prepares, reviews and/or approves/disapproves purchase order requests.
- Participates in the process of developing specifications for equipment and material procurement, equipment maintenance and repair, etc.; prepares and writes contract provisions and specifications.
- Participates in short and long-range study and research activity to ensure adequate water supply is maintained; ensures water quality meets federal, state and local requirements and guidelines.
- Develops and implements capital improvement projects at the treatment plant, providing oversight and management of project scope, schedule, and budget.
- Operates a personal computer to enter, retrieve, review or modify data, utilizing Microsoft Word, Excel, Publisher, Access, HTE, word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

#### **ADDITIONAL FUNCTIONS**

- Performs other related duties as required.

#### **PERFORMANCE APTITUDES**

1. **Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
2. **Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.
3. **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
4. **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
5. **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
6. **Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
7. **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

## **MINIMUM TRAINING AND EXPERIENCE**

- High school diploma or GED with some college coursework; supplemented by three (3) years of progressively responsible management experience in treatment plant operations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position.
- Must possess and maintain a valid Florida Driver License, "Class E", with a driving record that meets or exceeds minimum City standards.
- Must possess and maintain the following licenses depending on area of assignment: Water Distribution, Water Treatment, and Class A Wastewater.

## **OTHER REQUIREMENTS:**

The City of Naples is a Tobacco-Free Workplace. Applicants for the City of Naples must not have been a user of tobacco products for at least six (6) months immediately preceding an application for employment; and, if hired, must maintain non-use of tobacco products for the duration of employment with the City of Naples. Tobacco is defined as any lighted or unlighted cigarette, cigar, pipe, nicotine dispensing device, other types of smoking product, smokeless tobacco including dip, chew or snuff.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk periodic exposure to adverse environmental conditions, such as noise extremes, machinery, electric currents, and/or toxic/poisonous agents, when performing inspection duties.

*The City of Naples, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Naples, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

## **Benefits**

The City of Naples offers a competitive benefits package to its employees. Please refer to the employee benefits link on the Human Resources web page, linked below, to learn more about our benefits package:

<https://www.naplesgov.com/hr/page/employee-benefits>

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