



**CITY OF PARIS, TEXAS
DEPARTMENT OF UTILITIES
WASTEWATER TREATMENT – DEPARTMENT 86**

JOB DESCRIPTION

WASTEWATER TREATMENT PLANT SUPERINTENDENT

EXEMPT STATUS: Salaried Exempt	PAY GRADE: 315
ANNUAL SALARY RANGE: \$52,200.00 to \$69,500.00	CERTIFICATION PAY: \$102.00/Bi-weekly (TCEQ Class A)
DEPARTMENT: Utilities – 86	DIVISION: Wastewater Treatment
LOCATION: Wastewater Treatment Plant – U.S. HWY 271 N	SCHEDULE: Mon. – Fri.; 8:00 a.m. – 5:00 p.m.; On-Call

JOB SUMMARY

The Superintendent reports directly to the Utilities Director. Plans and coordinates employee work schedules for the operation and maintenance of a 7.25 MGD activated sludge wastewater treatment facility; Master lift station; Biosolids land application site; and SCADA system, to ensure compliance with all Texas and Federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervisory management of all administrative, treatment operations and maintenance of equipment and infrastructure assigned to the Wastewater Treatment division of the Department of Utilities to assure treatment to TCEQ discharge permit limits in order to safeguard the health and safety of Paris citizens.

The Superintendent is responsible for personnel administration involving pre-employment interviews; orientation; training; annual employee performance evaluations; counseling; and disciplinary action when required. Will assign personnel to shifts for efficient operation and maintenance of the wastewater treatment plant. The treatment plant is staffed 24/7/365 and currently operates with three (3) shifts.

During emergency situations such as equipment failure; loss of power; inclement weather conditions; and/or any other event causing the inability to operate the treatment plant, will be on-site to determine and oversee appropriate action, and remain on-site until the emergency has been resolved satisfactorily.

Will recommend, evaluate plans and specifications regarding new and/or modification of equipment and infrastructure to provide improved operational capacity and efficiency.

Supervises sampling and analysis assigned to operational personnel, and is responsible for reviewing and evaluating all data used for process control and required reporting to TCEQ.

Prepares annual budget estimates and requests based on experience and identification of needs of the treatment facilities to maintain high quality treatment within permitted discharge limits, provide adequate operation & maintenance, and provide for personnel needs.

The Superintendent develops summaries and reports for regulatory agencies and department administration.

Assisting other City departments, specifically issues involving the collection system and lift stations, in resolving problems is required.

Coordinates and assists the department's Environmental Services division and Environmental Services Laboratory in maintaining compliance with Texas and Federal regulatory agency requirements. In addition, aids in sample scheduling and preparing samples collected for permit requirements, and interpretation of data upon receiving analysis results from commercial laboratories. The superintendent will assist in preparing special reports, permit and/or registration applications, compliance plans, monitoring requirements, comprehensive compliance investigations, risk management, beneficial water reuse, biomonitoring and any other requirements as identified by TCEQ or the Federal government.

The Superintendent will be responsible for and coordinate preventative maintenance, identifying maintenance issues, grounds keeping, facilities housekeeping, and work scheduling of maintenance personnel.

Other duties as assigned by the Director of Utilities.

SUPERVISORY RESPONSIBILITIES

Directly supervises eight (8) TCEQ certified wastewater treatment operators and six (6) maintenance personnel in the Wastewater Treatment division of the Utilities Department. Supervisory responsibilities will be in accordance with the *City of Paris Personnel Policies and Procedures* manual and applicable laws. Supervision duties include interviewing job applicants, recommending interviewed applicants, employee training, managing work schedules of personnel, reviewing and verifying weekly time sheets of personnel, approving and scheduling leave time requested by supervised employees, recommending disciplinary actions when required, completing annual employee performance reviews and evaluations, addressing employee complaints, and resolution of identified problems.

MINIMUM QUALIFICATIONS

Must maintain a current Class "A" Wastewater Operator license issued by the Texas Commission on Environmental Quality, or the ability to obtain within one (1) year of hire date; licensing from another state will be considered but must reciprocate to Texas Class "A" Wastewater Operator license as approved by TCEQ.

Applicant must possess either a high school diploma or a GED. A Bachelor's degree from an accredited institution is preferred but not mandatory.

Possession of at least a valid Class "C" Texas Driver's license is required.

Have five (5) or more years of experience in wastewater treatment, preferably in a supervisory capacity.

Must have the ability to read, analyze, and interpret professional journals and periodicals, technical procedures, blueprints/ schematics, pump curves, flow charts, process control data, state and federal regulations, and produce written report summaries. Will be able to draft business correspondence, e-mail, procedural manuals/written SOPs, and respond to questions and present information in an effective manner to City and department administration, the City Council, and the general public. The Superintendent must be able to competently interact with the TCEQ and various other Texas and Federal regulatory agencies.

The Superintendent will be required to perform general and advanced calculations, e.g. percentages, area, circumference, volume, flow rate, chemical dosage, horsepower, contact time, and ratios, interpreting the results for efficient operation of the wastewater treatment plant.

Must have the ability to identify problems, collect information, establish facts, and interpret technical information in order to develop strategies for successful resolutions.

Must be able to operate a personal computer for data entry and retrieval using Microsoft Word, Excel, Outlook, PowerPoint, Publisher and other Microsoft Office software to produce spreadsheets, correspondence, charts, diagrams, and presentations in order to effectively communicate with Texas and Federal regulatory agencies to maintain compliance, the Director of Utilities, Wastewater Treatment personnel, City Manager, City Council and the general public. The Superintendent must be able to assist with the SCADA system specifically in the areas of troubleshooting problems and recommending programming changes in the software.

The Wastewater Treatment Plant Superintendent is a working supervisor position and will assist in the performance of treatment operations and maintenance in all wastewater treatment aspects.

BENEFITS

City of Paris employees receive ten (10) paid holidays per year; Employees with less than one (1) year of service receive one (1) day of paid vacation per month; After one (1) year of continuous service employees earn one & one-quarter (1.25) days of paid vacation per month; After ten (10) years of continuous service employees receive one & one-half (1.5) days of paid vacation; After fifteen (15) years of continuous service employees receive one & three-quarters (1.75) days of paid vacation; After twenty (20) years of continuous service employees receive two (2) days of paid vacation; One (1) day of additional paid leave is awarded every three (3) months to employees who have used no leave time, other than vacation or holiday, during each quarter; Employees earn one & one-quarter (1.25) days sick leave per month; Full-time employees are required to participate in the Texas Municipal Retirement System with the employee contributing 7% of their salary and the City matches the contribution at 2:1; Employees with twenty (20) years of continuous service are eligible for retirement benefits; Following ninety (90) days of employment health and life insurance are provided to full-time employees through TML-IEBP, the City contributes \$565.00 monthly to the employee premium; Optional dental and vision insurance is available with the employee responsible for the monthly premium; Dependent health, life, dental and vision are available with the employee responsible for the monthly premium.