

# NEW CASTLE COUNTY GOVERNMENT

Number 1306

## CLASS SPECIFICATION

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Date 05/01/01

Title: SUPERINTENDENT OF WASTEWATER TREATMENT

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional and supervisory work involving a variety of activities in the operation, repair and maintenance of all New Castle County wastewater treatment plants and sludge composting facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible professional and supervisory work and is accountable for the operation, repair and maintenance of all New Castle County wastewater treatment plants and sludge composting facilities, including their structures, equipment and grounds in compliance with applicable permit requirements. Additional duties include responsibility for training employees, the coordination and direction of plant and facility operations, repairs, and maintenance, and the enforcement of County discipline, personnel and employee relations policies. This employee acts as the employee in direct responsible charge of a Class IV wastewater treatment facility. This employee must successfully complete New Castle County training requirements, including classroom and/or individual study instruction and periodic proficiency testing, and is under general supervision. This employee must use reasonable care, judgment and application of knowledge in the performance of duties.

EXAMPLES OF WORK: (Illustrative Only)

- Supervises, directs and coordinates the operation of all wastewater treatment plants and sludge composting facilities;
- Schedules, plans and directs repairs and preventative maintenance for all plants;
- Schedules overtime and vacations for wastewater treatment employees;
- Instructs employees in the proper operation of wastewater treatment plants and sludge composting facilities;
- Assists in the preparation and administration of the operating and capital budgets;
- Supervises, trains, instructs and evaluates employees;
- Prepares reports as required to County, state and federal agencies;
- Attends training courses in the operation of wastewater treatment plants and sludge composting facilities;
- Acts as individual in direct responsible charge of a Class IV wastewater treatment plant and/or sludge composting facility as required;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

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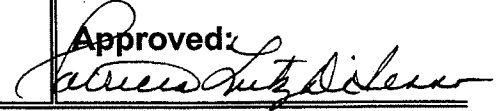
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## CLASS SPECIFICATION

Date 05/01/01

Title: SUPERINTENDENT OF WASTEWATER TREATMENT

Approved:



- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the functions, repairs and servicing requirements for wastewater treatment plant and sludge composting facility equipment and machinery; thorough knowledge of physical, chemical, and biological processes related to the treatment of wastewater; thorough knowledge of the processes involved in the purification of water; ability to interpret data and modify and improve plant operations based upon such data; ability to direct, plan, and supervise the work of others; ability to review the operation of wastewater treatment plants and detect flaws in operation; ability to communicate courteously and effectively, both verbally and in writing; ability to supervise others; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least one year of supervisory experience and completion of four years in a standard college curriculum in engineering or allied subjects and four years of operating experience in Class III or higher wastewater treatment plants, two years of which must have been in a position of major responsibility (DRC) as defined by the State of Delaware; or completion of a standard high school course or GED certificate program and eight years of operating experience in Class III or higher wastewater treatment plants, six years of which must have been in a DRC position; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Delaware Class D driver's license or its equivalent and a valid State of Delaware Class IV Wastewater Treatment Facility Operator's License. In order to be retained in this classification, this employee must maintain these licenses as required by the State of Delaware.

### HISTORY OF REVISIONS:

Established:	10/02/89
Revised:	01/02/91
Revised:	01/01/96
Revised:	11/01/97
Revised:	05/01/01