



JOB DESCRIPTION
WEST WARWICK SEWER COMMISSION
WEST WARWICK REGIONAL WASTEWATER TREATMENT FACILITY

TITLE: Assistant Superintendent
DEPARTMENT: WWRWTF

DATE REVISED: 10/9/2020
LAST REVISION:
FLSA STATUS: Exempt

PRIMARY PURPOSE OF THE POSITION: The Assistant Superintendent is responsible for general day-to-day operations of the West Warwick Regional Wastewater Treatment Facility. The Assistant Superintendent performs responsible and varied operational and administrative duties and is given latitude to make independent decisions with respect to plant operations. The Assistant Superintendent oversees the work of the Plant Electrician/Instrumentation Specialist, Chief Operator, Chief of Maintenance and all plant Operators and Maintenance workers, including the Utility Worker. The Assistant Superintendent may be designated to fill in for the Superintendent in his absence.

ESSENTIAL DUTIES:

- Oversees the general operation of the facility.
- Inspects the entire plant daily, including dewatering and sludge removal operations.
- Reports verbally and in writing to the Superintendent as necessary regarding any and all breakdowns or malfunctions, as well as corrective actions and measures taken to remedy the problems.
- Compiles data and reports on operations as required by the Superintendent as well as federal and state regulatory agencies and maintains such records.
- Assesses sewerage treatment problems and recommends operational changes to correct the problems.
- Analyzes and evaluates laboratory tests and data and initiates operational adjustments as necessary.
- Oversees the Industrial Pretreatment Program, working with contracted pretreatment coordinator; monitors significant industrial users, reviews laboratory results and periodic reports and ensures compliance with the Town's pretreatment ordinance.
- Evaluates, recommends, and prioritizes capital equipment purchases and special projects which require funding.
- Prepares bid specifications for operational equipment and services.
- Maintains computerized database on odor complaints.
- Assists the Director of Administration with annual budget preparation and budget management throughout the year.

- Safety and Operations training.
- Oversees facility maintenance and collection system.
- Authorizes and/or makes necessary purchases of equipment, parts, chemicals, supplies and services in compliance with Town of West Warwick purchasing requirements.
- Monitors new employee training and evaluates new employee performance and coordinates continuing education and training for all employees.
- Assists in establishing office personnel standards, policies and procedures.
- Maintains communications and good working relationships with employees, contractors, sub-contractors, consultants and the general public.
- Develops standard operating procedures
- Develops process data and provides all required reports to the regulating authorities.
- Runs the Treatment Facility's safety program.
- Ensures that all equipment motor vehicles are being adequately maintained and that the computerized maintenance program is kept updated
- Operates and maintains the facility's asset management system.

(The essential duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

EDUCATION AND EXPERIENCE:

- Must possess a bachelor's degree (B. A.) from four-year college or university in the field of Science or related field
- At least three years or more of work experience as a supervisor in a wastewater treatment plant
- Experience in computer automation, analyzing process data and report preparation.
- Strong understanding of electrical controls and process instrumentation

QUALIFICATIONS/REQUIREMENTS:

- Ability to write, read, understand and follow both written and oral communications/instructions;
- Ability of basic mathematical skills in addition, subtraction, multiplication, division;
- Requires excellent organizational and management skills as well as proficiency with computer hardware and various computer software programs including spreadsheets.
- Requires precision, personal initiative and judgement, as well as good problem-solving skills.
- Must have Valid State of Rhode Island Driver's License.

SPECIAL REQUIREMENTS:

- State of Rhode Island Grade IV Wastewater Operator's Certification
- Forty (40) per week and is on call twenty-four (24) hours per day, seven (7) days per week, including holidays

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in the physical plant, in the field and at an office desk.
- Work requires much travel in operations and maintenance vehicles.
- While performing the duties of this job the employee must frequently lift up to 80 pounds, frequently walk, sit, use hands to fingers, handle or feel; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; talk or hear.
- Requires the operation of heavy equipment, hand and power tools.
- Specific vision required are close, distance, color peripheral and depth perception.

WORK ENVIRONMENT:

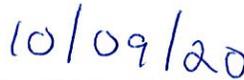
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is essentially performed in an office environment with some travel to conduct inspections, attend meetings and conferences.
- Plant and field work involve everyday conditions requiring normal safety precautions in compliance with OSHA standards typical of a plant setting and the use of commercial vehicles.
- Working environment both in the plant and in the field, there may be exposures to unfavorable conditions: raw sewage, chemicals, heat, fumes, electricity, machinery and adverse weather conditions.
- Work noise is moderate to loud.

(This job description does not constitute an employment agreement between the Town of West Warwick and the employee and is subject to change by the Town of West Warwick, as the needs of the Town and requirements of the job change.)

WWRWTF
Assistant Superintendent
Job Description
Page Four

APPROVED:



Ernest Zmyslinski
Ernest Zmyslinski Town Manager

10/09/20
Date