



**JOB TITLE: WPCC SUPERINTENDENT**

**DEPARTMENT: PUBLIC WORKS**

**JOB CLASS NUMBER: 5459**

**DIVISION: WPCC**

**REVISION DATE: 10.18.2023**

  
Acceptance - Department Head

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**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

*The Waste Water Plant Superintendent is responsible for overseeing the supervisory, administrative and technical operations of the Waste Water Treatment facility, lift stations and collection system. The WPCC Superintendent oversees the APCC budget. Requires significant interpretive judgement in variation from established standards and procedures.*

**EXAMPLES OF DUTIES:**

- *Responsible for overall operation and performance of the, repair, and maintenance of all equipment at the Waste Water Treatment Plant and pump stations*
- *Responsible for Waste Water Treatment employees*
- *Prepares employee work schedules*
- *Ensures that the Waste Water Treatment system stays within all State and Federal Guidelines to protect aquatic and environmental life*
- *Monitors Waste Water levels in Standifer, Texas and Hadley Street pump stations*
- *Prepares monthly, quarterly, and yearly reports, which are sent to the State Health Department*
- *When and if the Waste Water System is not in compliance with the LA Department of Environmental Quality (DEQ) Guidelines, proceeds with the required process for non-compliance*
- *May be required to make presentations to the public concerning water related issues*
- *Makes recommendations for hiring and terminating employees*
- *Is capable of preparing payroll, budget, reports, and Waste Water data information upon request*
- *Participates in continuing education programs and schools*
- *Is required to attend various meetings.*

**TRAINING AND EXPERIENCE:**

- *High School Diploma or a valid Certificate of Equivalence issued by a State Department of Education*
- *Must have a minimum of five (5) years of experience in a Waste Water related field*
- *Trained and experienced in the Waste Water treatment processes*
- *Experienced in the operation of a Waste Water Treatment facility*
- *Experience with Waste Water treatment chemicals, equipment, and safety*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- *Able to communicate effectively and supervise maintenance employees*
- *Knowledge of all Environmental Protection Agency (EPA) Regulations and DEQ guidelines for treating Waste Water*
- *Able to deal with complaints and adversities.*
- *Some knowledge of computer usage is required.*

**LICENSES AND CERTIFICATES:**

*A valid State of Louisiana Driver's License.*

*Class IV Waste Water Treatment and Collections Certifications issued by the Louisiana Department of Health*

**INTERNAL POSTING PERIOD:** 2/5 - 2/16/24

*Position posting goes public after 10<sup>th</sup> day.*