

POSITION DESCRIPTION

POSITION: WASTEWATER SUPERINTENDENT	CLASS CODE: 0348
DEPARTMENT: WASTEWATER	FLSA STATUS: EXEMPT
REPORTS TO: DISTRICT MANAGER	PAY GRADE: 14

FUNCTION:

Performs under general direction of the District Manager to manage, lead, supervise, plan, and direct the wastewater operations and maintenance functions of the James Island Public Service District (JIPSD) while exercising discretion and independent judgment.

SUPERVISES:

Wastewater Supervisors
Wastewater Administrative Assistant

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervises the daily operations of the JIPSD Wastewater Department, inclusive of, but not limited to, the maintenance and repair of the collection systems infrastructure, available for emergency call-out situations after normal business hours, oversees the construction of all sewer lines; manages engineers and developers to ensure proper design (reviews all plans and specifications) and installation of new facilities.
- Working with the Chief Financial Officer, participates in preparation of grant request and administration of grant programs for wastewater system construction and repair.
- Performs or reviews all performance/merit evaluations and hires. Promotes, disciplines, and terminates employees according to District personnel policies.
- Ensures compliance/safety of departmental personnel with Department of Health and Environmental Control (DHEC), Federal DOT regulations, SC DOT regulations, Occupational Safety and Health Administration (OSHA) regulations, and maintains applicable MSDS sheets. Ensures District safety rules and guidelines and actively promotes District-wide employee safety.
- Develops the annual departmental budget request. Administers the departmental budget on a daily basis. Recommends purchases for new vehicles and equipment.
- Prepares and maintains departmental standard operating guidelines (SOG), Use and Rate Ordinance and management reports. Develops and manages the wastewater portion of the District Emergency Action Plan (EAP).
- Responsible for the District's Geographical Information System (GIS) and provides support for use in all departments.
- Responsible for public relations for District wastewater projects.

EQUIPMENT, WORKING CONDITIONS, HAZARDS, PHYSICAL STRENGTH REQUIREMENTS AND PHYSICAL DEMANDS ASSOCIATED WITH WORKER ESSENTIAL FUNCTIONS:

EQUIPMENT:

Machinery/equipment used to perform Wastewater Superintendent functions e.g., light duty truck, copy machine, calculator, computer, printer, software, blueprints, public records, reference books, schematics, diagrams, panel meters, drafting instruments, hardhat, safety glasses, protective clothing, measuring instruments, electrical test equipment, gas detector, charts, contracts, directives, documents, forms, manuals, publications, reference books, schedules, specifications, steel toe boots, ear plugs, radio transmitter and receiver.

WORKING CONDITIONS:

Working outside most often and inside, as required. Subject to atmospheric conditions - one or more of the following conditions may affect the respiratory system or the skin; FUMES, ODORS, DUSTS, MISTS, GASES, or POOR VENTILATION.

HAZARDS:

Conditions or situations in which there is risk of danger to life, health, or bodily injury. Includes a variety of physical hazards and conditions, such as performing tasks in inclement weather, proximity to moving mechanical parts, electrical shock, gas line explosions, exposure to toxic chemicals and biological agents, deadly gases, combustible gases, insects and snakes.

PHYSICAL STRENGTH REQUIREMENTS:

Medium work: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL DEMANDS:

Seeing, near and far acuity, depth perception, field of vision, accommodation, color vision. Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, fingering, feeling, talking hearing, smelling.

MARGINAL FUNCTIONS:

Provides technical assistance to colleagues as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of wastewater system design and construction techniques, codes, and standards.
Knowledge of the Department of Health and Environmental Control (DHEC) standards, rules and regulations.

Knowledge of the practices, procedures, rules and regulations of the District, Department and neighboring jurisdictions concerning wastewater treatment.

Knowledge of the geography of the James Island Public Service District.

Knowledge of the principles, techniques, rules and regulations of personnel administration and supervision.

Knowledge of basic management and administration theory and practice.

Skill in the operation of computers and computer software, including tracking, planning, scheduling, word processing, spreadsheet, and database programs.

Ability to establish effective working relationships with colleagues, other public officials, and the general public.

Ability to interpret blueprints and construction design plans.

Ability to communicate technical and other information well, both orally and in writing.

Ability to plan, delegate, coordinate, and supervise the work of others.

Ability to understand water hydraulics with a knowledge of pumps and electrical controls.

EDUCATION, TRAINING, AND EXPERIENCE:

A Bachelor's Degree in Civil Engineering or a related field with Professional Engineers Certification (PE) strongly preferred and five (5) years required experience in management or construction with emphasis in wastewater systems; ten (10) years preferred. A minimum of six (6) years of experience in increasingly responsible supervisory positions, or the equivalent in education and experience necessary to fulfill position requirements.

The position requires a South Carolina Class "B" Certification in Wastewater; South Carolina Class "A" Certification in Wastewater strongly preferred.

Possession of a valid South Carolina Drivers License.

(Note: the listing of essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described.)

James Island Public Service District
Charleston, South Carolina

March 1998
Revised June 2001
Revised June 2003
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