



Superintendent of Public Works, Wastewater Treatment Plant Division, City of Sycamore

The City of Sycamore is seeking a Superintendent of Wastewater Treatment Plant within the Public Works Department. The Superintendent reports directly to the Assistant Director of Public Works. This position is created and governed by City Code and City policies and shall comply with Federal, State and Local rules and regulations governing the position.

The Superintendent of Wastewater Treatment Plant Division is a full-time management position assigned to the Treatment Plant Division. The position of Superintendent of Public Works, Treatment Plant Division oversees Treatment Plant Division personnel, including skilled and semi-skilled employees involved in the operations, repair and maintenance of the Treatment Plant Division facilities, and related equipment and support systems; related duties as assigned; administrative and supervisory duties required.

Minimum qualifications required:

- Associate of Arts Degree from an accredited college with major work in chemistry, biology or a related science. Bachelor's Degree strongly preferred.
- Five years of experience in the operation and maintenance of a Wastewater Treatment Plant, including two years of supervisory experience.
- Possession of a valid Class I State of Illinois Wastewater Operator's Certification.
- Possession of a valid CDL Class B State of Illinois Vehicle Operator's License within 30 days of hire.

This is an exempt, full-time position that requires a normal 40-hour workweek. The starting annual salary is \$75,000 to 88,000. The City of Sycamore offers a generous benefit package. Candidates must meet the 20-mile residency requirement.

Please visit our website to view the full job description at www.cityofsycamore.com. All interested individuals should submit an application directly to the Human Resources Department. Position will remain open until filled. Any questions or inquiries can should be directed to Human Resources Director, Maggie Peck at 815-895-0786 or mpeck@cityofsycamore.com.

The City of Sycamore is an Equal Opportunity Employer

**CITY OF SYCAMORE
JOB DESCRIPTION**

DATE APPROVED: August 2017

POSITION TITLE: Superintendent – Public Works

GROUP: Treatment Plant Division, Public Works Department

REPORTS TO: Assistant Director of Public Works

FLSA STATUS: Exempt

JOB SUMMARY

This position is created and governed by the City Code and Salary Ordinance. The position of Superintendent of the Treatment Plant Division is a full-time management position assigned to the Administration program of the Treatment Plant Division. The position of Superintendent of the Treatment Plant Division directs the overall administration and supervision of programs, activities and functions relating to the construction, operation and maintenance of the City’s wastewater treatment plants.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervision of Staff and Projects:

- Assign, coordinate, supervise, and review the performance of the skilled and semi-skilled employees of the Wastewater Treatment Plant Division to ensure Environmental Protection Agency compliance.
- Plan projects, including determination of schedules, personnel needs, and materials necessary to complete planned projects.
- Coordinate the maintenance, repair and cleaning of necessary equipment and facilities.
- Train staff in work and safety procedures and in the operation and use of equipment.
- Assist in planning the budget.

2. Public Relations:

- Answers questions and provides information to the public both in-person and by telephone.
- Investigates complaints.
- Recommends corrective actions to resolve issues.

3. Records/Reports:

- Prepare and maintain work orders, records, reports, and data books regarding work completed and work scheduled.

- Prepare reports and recommendations to the Assistant Director of Public Works regarding progress of projects and inventory of materials and equipment.
- Perform laboratory analysis.

4. Purchasing/Specifications:

- Make determinations of amount of materials and supplies required for the proper operation of the Wastewater Treatment Plant laboratory.
- Develop plans and specifications for projects.

5. Special Projects:

- Special projects as assigned by the Assistant Director of Public Works.
- Periodically perform skilled maintenance duties as needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Advanced knowledge of principles, practices, goals, terminology, equipment, materials and operating procedures for the maintenance and operation of a wastewater treatment system.
- Basic knowledge of City services.
- Basic knowledge of data and word processing applications.
- Knowledge of general equipment used for public works/construction purposes, including small and large maintenance vehicles and equipment. Laboratory and treatment process instrumentation devices.
- Demonstrated ability to identify hazards and to direct and supervise appropriate safety actions and precautions.
- Demonstrated ability to establish and maintain effective working relationships with employees and the general public.
- Ability to operate the division's computer system.
- Ability to develop specifications for supplies, materials, and equipment needed to perform necessary work.
- Ability to collect, develop, analyze and provide statistical reports regarding public works operations.
- Ability to prepare and maintain detailed records, reports, and work orders.
- Ability to plan, layout, schedule, assign and inspect the work of others.
- Willingness to learn and expand abilities.
- Ability to communicate effectively, both orally and in writing, with employees and the public. By phone or in-person.
- Demonstrated ability to understand and follow complex oral and written directions or instructions.
- Ability to work as a team leader and team player.
- Ability to work a forty-hour week with periodic comp time.
- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.

MINIMUM QUALIFICATIONS REQUIRED

Education:

- Equivalent to an Associate of Arts Degree from an accredited college with major work in chemistry, biology or a related science. Bachelor's degree strongly preferred.

Experience:

- Five years of experience in the operation and maintenance of a Wastewater Treatment Plant, including two years of supervisory experience.

License or Certificate Requirements:

- Possession of a valid Class I State of Illinois Wastewater Operator's Certification.
- Possession of a valid CDL Class B State of Illinois Vehicle Operator's license within 30 days of hire.
- National Incident Management System (NIMS) Training. Courses: ICS-100, ICS-200, ICS-300, ICS-700 and ICS-800 within the first year of employment.

PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS

The physical demands and work environment conditions 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.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in and around wastewater utilities systems and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work in and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds and heavier weights with the use of proper equipment.

Employees partly work in an office environment and partly work in and around public works utilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.