

**CITY OF ALBIA  
JOB DESCRIPTION**

**Title: Sanitation Superintendent**

**Date:** \_\_\_\_\_

*From 1303 7/27, 2012*

**Purpose of Position:**

This is a specialized position appointed by the City Council. The Superintendent is responsible for the daily activities of operating and maintaining equipment and facilities in municipal wastewater collection, treatment and disposal. All absences from the office including vacation and training must be approved by the Mayor.

**Essential Duties and responsibilities:**

**The following duties are normal for this position. They are not to be construed as exclusive or all inclusive as other duties may be required and assigned.**

1. Operate equipment in wastewater collection, treatment and disposal operations. Maintain said equipment to ensure operational efficiency according to an established maintenance schedule. Develop, maintain and provide for Council review an annual inventory of equipment and supplies. Recommend the acquisition of equipment and system improvements to enhance plant operational efficiency.
2. Conduct standard laboratory tests required by federal/state regulatory agencies and maintain the required records and reports of plant operations.
3. Establish and implement short and long range goals for the facility consistent with funding limitations and regulatory requirements. Plans must be developed for 1, 3 and 6 years time frames.
4. Establish and administer a budget for the Department, report on and control expenditures.
5. Coordinate the maintenance and repair of municipal storm and sanitary sewer system using appropriate equipment.
6. Attend meetings of committees, boards and commissions and the Council directs.
7. Train workers in operation and maintenance procedures, sampling and laboratory techniques, record keeping and safety measures.
8. Develop policies and procedures manual for the department.

9. Assist in public works activities as directed.
10. Maintain the pool at the Aquatic Center.

**Required Knowledge, Skill and Abilities:**

The Superintendent shall have a least a GED equivalency supplemented by formal training and educational credits in Wastewater Treat and four years of experience as a wastewater treatment plant operator, one year of which is a grade 03 treatment facility and certified as a grade 03 Wastewater Treatment Plant Operator. Must have the ability to provide appropriate leadership and direction to subordinates, engage in operational maintenance, housekeeping and related functions for the wastewater treatment plant. The superintendent must have the ability to read, interpret and document operational data consistent with regulatory requirements. This position is heavily involved with machines, tools, testing equipment and products and involve skills associated with tending, manipulating, operating and controlling precision details and data.

**Physical Requirements:**

The job involves standing, walking, sitting and lifting objects up to 100 lbs. Physical activity involves some climbing, balancing, stooping, kneeling, crouching, reaching and handling. Requires clarity of vision 20" or less and 20" or more, good depth and field vision. Eye/hand/foot coordination, manual and finger dexterity, motor coordination are important aptitudes as well as clerical and forms perception. Must be able to tolerate a certain degree of exposure to a variety of occupational/environmental hazards.