

POSITION TITLE: WATER POLLUTION CONTROL ASSISTANT SUPERINTENDENT
DEPARTMENT: PUBLIC UTILITIES
DIVISION: WATER POLLUTION CONTROL

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Water Pollution Control Superintendent

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Wastewater Treatment Plant Chief Operator

DIRECT: 1 **INDIRECT:** 13

POSITION FUNCTION

This position is responsible for planning and directing all water pollution control activities for the City to ensure continuous, compliant operation.

JOB RESPONSIBILITIES

- Oversees plant processes to ensure compliance
- Authorizes purchase requisitions and assigns account numbers
- Assists with preparation of yearly division budget
- Functions as Water Pollution Control Superintendent in his/her absence
- Maintains division payroll
- Orders chemicals and other necessary supplies
- Plans and assigns projects
- Monitors work of employees
- Arranges and gives tours and presentations
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

| REQUIRED SKILL SETS | |
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| <p>Occupational/Technical Skills</p> <ul style="list-style-type: none"> Ability to use word processing and selected job-specific software Knowledge of chemistry, biology and microbiology Knowledge of electrical, electronic, instrumentation, mechanical/hydraulic systems and programmable logic controllers Must maintain a valid Ohio Driver's license and have the ability to drive <p>Administrative Skills</p> <ul style="list-style-type: none"> Ability to organize work, set priorities and meet critical deadlines with a minimum of direction Ability to set goals and develop strategies and schedules for meeting them Ability to anticipate problems and develop alternative strategies for goal completion Ability to properly assign responsibilities to meet objectives Ability to adequately allocate resources to meet objectives Ability to handle multiple priorities and projects <p>Cognitive Skills</p> <ul style="list-style-type: none"> Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to identify problems, recognizing symptoms, causes and alternative solutions Ability to interpret professional periodicals and journals, technical procedures, and government regulations Ability to interpret complicated policies, procedures and protocols Ability to perform engineering calculations Ability to apply financial principles and numerical techniques to management problems Knowledge of basic budgetary principles and practices | <ul style="list-style-type: none"> Ability to encourage the creativity of subordinates Ability to create and readily draw on a large pool of diverse sources of information <p>Communications Skills</p> <ul style="list-style-type: none"> Ability to speak effectively one-to-one Ability to speak effectively before groups and to respond to questions Ability to prepare analyses, policies and/or budgets Ability to develop complex reports and position papers <p>Interpersonal Skills</p> <ul style="list-style-type: none"> Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions <p>Leadership Skills</p> <ul style="list-style-type: none"> Ability to take charge and initiate actions Knowledge of administration and supervision of staff and activities Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently Ability to establish effective controls, ensuring that employees have necessary resources and authority Ability to monitor progress and exercise control Ability to select and evaluate employees Ability to provide performance feedback Ability to facilitate professional growth |

| DESCRIPTION OF WORKING CONDITIONS |
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| Work is typically performed in an office setting however, up to 1/3 of the incumbent's time may be spent outdoors. |

| EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS |
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| Two year college degree in related field (Science, Engineering); Ohio EPA Class IV Operator Wastewater Works Certificate; five to seven years of related experience; must maintain a valid Ohio Driver's license; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. |

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.