



Application Deadline: November 4, 2016

**City of Coeur d'Alene
Equal Employment Opportunity
Wastewater Superintendent**

General Statement of Duties: Performs a variety of administrative duties related to the management and long-range planning of the treatment, collection, compost, laboratory, and pretreatment of the city's wastewater utility Department including capital improvement program; performs related work as required.

Description: The City of Coeur d'Alene is seeking a well-spoken superintendent that understands the Wastewater Department is part of the overall City team. Partnership and collaboration with other departments is vital. The superintendent should be a positive and progressive leader that seeks innovation and creativity in operations of the WWTP as well as how customer service is provided to the community. This position requires a leader that can build and sustain a strong team and seeks to build up and support that team through general management, coaching, and professional development opportunities. The success of these employees means the City is successful on behalf of Coeur d'Alene residents. This person must be well versed in National Pollution Elimination Discharge System permitting in both Washington and Idaho. Technical analysis and writing ability is crucial.

The primary functions of an employee in this class is to supervise, manage, direct, plan, and organize the wastewater utility including collection system, treatment plant, compost facility, industrial pre-treatment program, chemistry and microbiological laboratory and capital project management. This position also negotiates water quality issues with regulators and provides technical support for environmental review documents. The position is under the general supervision of the Deputy City Administrator, although considerable leeway is allowed for independent judgment and initiative. The principal duties of the position are performed in a general office environment.

Salary and Benefits: Monthly salary range is \$6,413 - \$9,022 (\$76,960 - \$108,264 annually), eligible for increase after 12-months of service based on performance evaluation. An excellent benefit package available and membership in PERSI (Public Employee Retirement System of Idaho) is required. This position is Exempt under the Fair Labor Standards Act (FLSA) and therefore is ineligible for compensatory or overtime pay.

Acceptable Experience and Training: Bachelor's Degree in chemistry, physics, biology, microbiology, mechanical or civil engineering, or closely related field; and eight (8) years progressive experience in wastewater operations, design and construction with five of those in a supervisory capacity; and three (3) years management experience or training; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications: Valid Idaho Class IV treatment and collection operator's licenses within two (2) years from date of hire.

Knowledge, Skills and Abilities

Knowledge of:

- Plant, compost and collection operations and design principles;
- Supervisory and management skills, employee evaluations and training methods;
- Budgeting principles and practices;
- Chemistry, mathematics, physics and the scientific method; laboratory standards and practices;
- Facility planning and capital improvement programs, standards and procedures;

- Civil and environmental engineering standards and practices used in wastewater facilities, including treatment processes, hydraulics, pumps, electrical and control strategies;
- Clean Water Act and the state's laws, regulations and water quality standards;
- Utility rates, financing options and Idaho law as it relates to utility financing;
- Microbiological processes as they relate to wastewater and biosolids treatment and the aquatic environment;
- Federal (EPA) and state water quality standards.

Ability to:

- Read, understand and interpret various test results;
- Read and interpret various regulations and water quality standards;
- Establish and maintain working relationships with elected officials, professionals, supervisors, co-workers, and the public;
- Operate standard office equipment, including a computer using program applications appropriate to assigned duties;
- Interpret and explain various numeric and narrative records and reports;
- Operate a motorized vehicle;
- Make technical decisions regarding the operation, maintenance and capital improvement of the treatment plant, collection system, laboratory, industrial pretreatment and the compost facility;
- Interpret and explain various numeric and narrative records including research reports, technical memorandums, etc.;
- Respond to emergency calls twenty four hours a day;
- Communicate effectively verbally and in writing.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Directs and monitors the operation and maintenance of the collection system, treatment plant and composting facility;
- Directs compliance with the National Pollution Discharge Elimination System discharge permit & monitors results.
- Develops and implements long-range plans and short-range programs for system operation and maintenance;
- Supervises employees, including technicians, contractors' employees, and subordinate supervisors;
- Provides vision for the utility within the city council's guidelines and policies including long-term planning for capital needs and financial plans;
- Manages and directs the capital project manager of collection system projects;
- Directs, reviews, comments on and approves all long-range planning documents prepared by consultants and capital projects manager for the treatment plan and composting facility;
- Directs, prepares and/or approves utility policies, procedures and standards including operations, construction, industrial pretreatment, capital improvements and department communication;
- Interacts with other department heads on common city issues and policies; sits on special committees;
- Meets with consulting engineers, architects, builders and/or the public concerning issues on their projects, developments, etc. when there may be conflicts;
- Develops and monitors the department's annual budget;
- Ensures adequate capacity for, and sufficient treatment exists, to users to satisfy public health and safety requirements, including residential, commercial, and industrial,;
- Ensures all wastewater collection and treatment systems meet federal, state, and other applicable public health and environmental standards;
- Reviews, comments on, and approves all staff reports going to the city council before passing on up the chain of command;
- Reviews and approves the monthly discharge monitoring reports of treatment compliance that are submitted to the EPA;

- Directs, prepares and/or approves selection criteria for consultant selection for various capital plans, construction design and management projects and financial plans and rate studies; sits on consultant selection committee;
- Acts as grant project manager for programs that examines and models river water quality;
- Leads, directs, motivates and evaluates employees;
- Reviews and approves compliance reports;
- Manages and administers grants;
- Participates on various special committees such as regional wastewater, regional toxics task force and regional nutrient control;
- Participates in the selection criteria for consultant selection for various projects of other departments or divisions;
- Meets with consulting engineers, architects, builders and general public regarding issues on project developments;
- Maintains up to date knowledge on water quality regulations and the court's interpretation of those regulations;

Other Duties and Responsibilities

- Provides scientific comment on regulatory proposals;
- Performs other related duties as required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate with other employees and the public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to read and interpret blueprints, prepare complex and technical written reports and documents;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, general office equipment, and operate a variety of hand tools and to make adjustments to equipment;
- Sufficient body mobility, flexibility, stamina, and balance to work in an office and plant operations settings.

Application Procedure: Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application, Cover Letter and Resume to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is **Friday, November 4, 2016 at 5:00p.m.** Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

THE CITY OF COEUR D'ALENE INVITES APPLICATIONS FROM ALL QUALIFIED INDIVIDUALS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, OR DISABILITY.