

# **BUTLER AREA SEWER AUTHORITY TREATMENT PLANT SUPERINTENDENT**

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## **POSITION SUMMARY**

The primary function of the Treatment Plant Superintendent is to direct the operation and management of the wastewater treatment plant and related facilities owned by the Butler Area Sewer Authority (BASA). The Superintendent shall be responsible for ensuring that the operation of the BASA facilities is in compliance with applicable regulatory and environmental standards, and assisting in the preparation of all regulatory compliance reports. The Superintendent shall be responsible to and provide administrative assistance to the Operations Director, including the supervision of union personnel assigned to the treatment plant and pump stations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential duties and responsibilities listed below are not intended to be an all-inclusive list of the job responsibilities, duties and skills for this position. The Plant Superintendent is responsible for performing all other duties that may be assigned by the Operations Director and the Executive Director.

1. Oversees and directs the planning, operation, and maintenance of BASA's wastewater pump stations, diversion pump stations, equalization storage tanks, and treatment facilities.
2. Supervises operations employees, including pump stations, treatment plant maintenance and laboratory personnel in the performance of their day-to-day duties.
3. Develops, approves and implements standard operating procedures (SOP's) for operation and maintenance of pump stations, diversion pump stations, equalization storage tanks and treatment plant facilities.
4. Develops and implements a cross-training program for operations employees so that manpower can be utilized in the most efficient manner possible.
5. Manages and monitors all technical, administrative and regulatory functions of the treatment plant, pump stations, diversion pump stations and equalization storage tanks.
6. Assists in the development and management of the annual operations budget, including providing input for major maintenance and repair projects, equipment purchases and capital improvements..
7. Assures compliance with all approved policies, procedures and regulatory requirements.
8. Makes on-site and off-site educational presentations to public officials and the general public regarding plant operations.
9. Reviews treatment plant reports and keeps Operations Director and Executive Director informed of plant activities and conditions particularly as they relate to process control decisions and appropriate process modifications.

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10. Develop and maintain a computerized asset maintenance management system to document and schedule routine preventative maintenance, repair work, major maintenance and repairs, and equipment replacement work.
11. Review maintenance records and keep Operations Director and Executive Director informed of maintenance activities and major equipment repairs, replacement and improvements needed to ensure facilities comply with regulatory requirements.
12. Ensures that the plant facilities, equipment and grounds are well maintained and kept in a clean and safe fashion.
13. Ensure that the BASA wastewater pump stations, diversion pump stations, equalization storage tanks and treatment facilities operate in compliance with all Federal, State, and other applicable regulations, public health and environmental standards.
14. Assist the Operations Director with the implementation and administration of the Chlorine off-site emergency response plan in accordance with regulatory requirements, including the development and implementation of Standard Operating Procedures (SOPs) for safe chlorine handling.
15. Prepare and submit annual Tier II reports to applicable regulatory agencies.
16. Oversee all purchasing activities, consistent with BASA's established policies and procedures, relative to the operation and maintenance of the pump stations diversion pump stations, equalization storage tanks and treatment plant facility.
17. Assist the engineering and technical staff in preparing in-house plans, specifications, and contract documents for the solicitation of bids for major services and capital improvement projects.
18. Assist the Executive Director and Operations Director in applicant interviews, hiring recommendations, employee evaluations, grievance resolution, disciplinary actions and terminations.
19. Assist the Safety Committee in promoting workplace safety, developing and implementing in-house training programs and/or the procurement of training services for all mandatory training programs, continuing education training, new hire training, and other training programs to enhance employee education, work methods, and safety in the workplace.
20. Assist in analyzing, developing and implementing appropriate security-related needs of BASA's various facilities, including pump stations diversion pump stations, equalization storage tanks and treatment plant. Ensure existing security processes and policies are implemented and followed by operations employees, consistent with any security plans adopted by BASA.
21. Ability to respond to work-related emergencies on a 24/7 basis.
22. Perform all work duties and activities in accordance with BASA's policies and procedures.

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23. Perform any other job duties and tasks that may be necessary and not included in this description.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge:**

**FINANCE**

- Basic knowledge of accounting principles
- Basic knowledge of operating budgeting principles
- Basic knowledge of capital improvement financing and budgeting
- Thorough knowledge of procurement requirements under Pennsylvania Municipality Authorities Act and related laws

**MUNICIPAL WASTEWATER OPERATIONS**

- Comprehensive knowledge of biological and chemical treatment processes
- Comprehensive knowledge of advanced wastewater treatment processes
- Comprehensive knowledge of the methods, equipment, materials, procedures, tools, personnel, and standard practices for the operation and maintenance of wastewater collection, pump station, and treatment systems
- Thorough knowledge of NPDES Permit regulations and requirements, and other applicable Federal, State, and local regulations to protect public health and comply with applicable environmental standards

**LABORATORY OPERATIONS**

- Comprehensive knowledge of how to apply laboratory analyses to wastewater treatment process control
- Thorough knowledge of methods, equipment, materials, procedures, tools, personnel, and standard practices for wastewater sampling and analyses
- Thorough knowledge of laboratory testing and quality control procedures
- Thorough knowledge of Pennsylvania Laboratory Accreditation Act and laboratory accreditation requirements

**ADMINISTRATION**

- Comprehensive knowledge of BASA's policies, rules and regulations (developed after employment)
- Comprehensive knowledge of supervisory principles in a union environment
- Thorough knowledge of Federal, State and local regulations and policies governing safe work practices, including the use and disposal of hazardous chemicals and materials
- Thorough knowledge of Chlorine off site emergency response requirements and the implementation and administration of a plan.
- Thorough knowledge of the Emergency Response Plan (ERP) requirements and the implementation and administration of an ERP
- Complete payroll documentation requirements and time off tracking and forward these required items to finance.
- Determine overtime needs, allocate as according to contract language to ensure equalization of overtime.

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## **Skills:**

- Analyzing, planning, developing, implementing, directing and administering governmental programs and requirements
- Supervisory skills, employee evaluations, and training methods
- Computer and electronic applications for wastewater treatment facilities, including data logging and interpretation, statistical analyses and SCADA equipment
- Operation of standard office equipment and a personal computer using program applications appropriate to assigned duties
- Working knowledge of Microsoft Office Word, Excel, and Outlook software

## **Ability to:**

- Follow written and oral instructions
- Work in a team environment
- Direct and coordinate wastewater pumping stations, diversion pump stations, equalization storage tanks and treatment plant operations
- Plan, organize and complete assignments in a timely manner
- Train, supervise and motivate personnel effectively
- Analyze project needs, research options and present well-prepared and concise recommendations
- Read and interpret technical and operational documents, manuals, blueprints, diagrams, and drawings
- Analyze and interpret computer, statistical, and laboratory data, including using such information to prepare reports and recommendations
- Review and evaluate plans and specifications for new construction, replacement or rehabilitation projects related to design and operational changes to the wastewater collection, pump station or treatment plant facilities
- Prepare oral and written reports and maintain system performance records
- Communicate effectively with other BASA employees and the public
- Respond to emergencies on a 24/7 basis.

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's Degree in Physical, Chemical or Biological Sciences, Wastewater Technology, Environmental Science, Civil or Environmental Engineering or related field is required;
- Minimum of five (5) years of progressively responsible experience in supervising and/or managing the operation of a municipal wastewater treatment facilities with a permitted capacity greater than 1.0 million gallons per day (MGD), preferably in a union environment; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

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## **License Requirements**

- Valid Pennsylvania Driver's License, Class C (at time of hire and thereafter).
- Minimum requirements: Pennsylvania DEP Wastewater System Operator A-1,2,4 Certification. A lab supervisor certification (A-1,2,4,5) is preferred but not required.

## **WORKING ENVIRONMENT**

Work duties are primarily performed in a busy office setting with frequent interruptions, where the noise level is usually quiet to moderately noisy. Frequent travel to the wastewater treatment plant facilities and field visits to the wastewater pump station facilities will be required in a variety of weather conditions. Work may be performed around noisy equipment, potentially hazardous mechanical and electrical equipment, or potentially hazardous substances. Appropriate personal safety equipment may be required. Occasional overnight, out-of-town travel may also be necessary.

## **PHYSICAL DEMANDS**

- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, interact with the public and other employees, and discern audible warnings and alarms.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical manuals and related diagrams, discern meters and gauges, discern visual colored warnings and alarms, and maneuver through a wastewater treatment plant environment and over rough terrain.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and make adjustments to equipment.
- Sufficient body strength, mobility, flexibility, and stamina to maneuver through a wastewater treatment plant environment and over rough terrain to perform pump station, and treatment plant operation and maintenance oversight duties.
- Must be able to frequently climb and descend stairs, and occasionally climb and descend ladders.
- Must be able to sit and operate a computer for extended periods of time.