



OFFICE OF HUMAN RESOURCES
101 North Court Street
Frederick, MD 21701
(301) 600-1810
(301) 600-1878 FAX
www.cityoffrederickmd.gov

JOB ANNOUNCEMENT TITLE: ASSISTANT SUPERINTENDENT

OPENING DATE: April 16, 2021

RECRUITMENT STATUS: In-house/Public

SALARY: Grade 10, \$26.6142 – 29.2756 per hour

STATUS: Full Time

CLOSING DATE: May 15, 2021

ANNOUNCEMENT #: POS-37-21

DEPARTMENT: Wastewater Treatment

FLSA STATUS: Non-Exempt

At the City of Frederick, we value diversity and the respect, engagement and productivity in an inclusive environment produces. We seek to consistently improve internal and external customer satisfaction, innovate and expand capability of services, and be a government that practices equality, equity, and fairness. We invite you to bring your skills, abilities, and knowledge to The City of Frederick and be a valued addition to a workforce that we know is our greatest asset.

Frederick is a progressive, richly diverse, and authentically charming city. Recognized as one of the best places to live in Maryland, Frederick is surrounded by mountain views and centrally located about 45 miles north of Washington D.C. and 45 miles west of Baltimore, MD.

JOB SUMMARY:

This is a technical and highly skilled position performing supervisory, administrative and related work in managing 11 employees, operations, equipment, materials, budgets and facilities. The employee in this position is considered essential personnel and will be required to carry a City supplied cell phone and is also subject to 24-hour calls and must be able to respond to emergencies as needed throughout the Department of Public Works. Incumbent shall perform other duties and special projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as the “person in responsible charge” of the City’s Wastewater Treatment Plant in the absence of the Superintendent by obtaining and maintaining a Maryland Department of the Environment (MDE) Class 5A Superintendent Certificate. This designation is specified by MDE to identify persons at the Wastewater Treatment Plant who make fundamental daily operational decisions.
- Interprets laboratory data, biological, chemical and physical treatment operations data and trends and makes necessary adjustments to ensure effluent water quality meets and/or exceeds permit requirements.
- Supervises the City’s Biosolids Program.
- Schedules operational support for the Industrial Pretreatment Program.
- Responsible for the preparation and maintenance of daily, monthly, quarterly, semi-annual and annual reports to meet the reporting and/or regulatory requirements of the Environmental Protection Agency (EPA), MDE controlling authorities and the Pennsylvania Department of Environmental Protection (PADEP) and keep abreast of current and future Federal, State and Local regulations.
- Organizes, implements and oversees operational projects; prioritizes projects to assure quality work and effective uses of resources are being met.
- Monitors the expenditures of a \$3-4 million budget; ensuring efficient operations and cost-effective practices.
- Attends and speaks at public hearings and meetings as required by the Mayor, Board of Aldermen, and/or the Director of Public Works.
- Determines and directs actions to be taken in event of emergencies such as power failures or needs relating to plant flooding during high flow events.
- Conducts performance evaluations and makes recommendations relative to promotions, interviewing, hiring, discharge, layoffs, suspensions, disciplinary actions and the adjustment of grievances.
- Supervises, instructs and trains subordinates to ensure personnel are instructed and trained to maintain compliance with City, Department of Public Works and Wastewater Treatment Plant policies, practices, safety and security regulations.
- Develops, plans, participates, coordinates, implements and/or manages special projects that maintain and improve the reliability and/or efficiency of the plant processes or equipment needs that involve other City departments, governmental agencies, private contractors and/or other groups.

- Establishes and maintains effective working relationships with City officials, co-workers, vendors and the general public, as well as employees of utilities and other agencies whose business is related to Wastewater Treatment. Must communicate in a courteous and effective manner.
- Develops Operator work schedules and shift assignments to ensure 24/7 coverage.
- Ensures plant facilities and equipment is well maintained and kept clean.
- Operates a vehicle observing legal and defensive driving practices on a regular basis.
- Ensures plant sampling and testing complies with established schedules and that Operators are properly trained to sample and perform process and compliance testing as required.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Provides supervision of employees in the Wastewater Treatment Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- Two (2) years of college education in science, engineering or management leading toward a degree or one (1) year of college education and one (1) year of experience.
- A combination of experience and education that meets the minimum requirements to obtain a Wastewater Treatment Superintendent License for a Class 5A plant as set forth by MDE.
- Two (2) years of experience in a supervisory role responsible for the management of staff, resources and the day-to-day operations of a Class 5A or similar wastewater treatment plant. Experience at a Senior Operator, Lead Operator, Chief Operator or equivalent management level must include multiple progressive positions in a supervisory capacity.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Maryland Class 5A Wastewater Operator's License. The employee must maintain the license for the duration of their employment.
- Obtain an MDE Wastewater Treatment Plant Superintendent License within one year. The employee must maintain the license for the duration of their employment.
- Vehicle Operator's license with satisfactory driving record that meets insurability standards of the City's insurance carrier is required. The employee must maintain the license for the duration of their employment.

SKILLS (Communication/Language; Mathematical; Computer; etc.

- Knowledge of Federal and State regulations and materials, methods, processes and techniques commonly used in Domestic, Commercial and Industrial Wastewater Treatment.
- Knowledge of safety standards and practices for hazardous environments, including OSHA safety rules, standards and regulations.
- Knowledge of computers and their applications, especially Microsoft Office Suite at an intermediate level and SCADA applications such as Citect and PLC's.
- Ability to communicate effectively in English and apply common sense understanding to carry out instruction furnished in oral, written or diagram form; ability to express ideas clearly and concisely, orally and in writing to groups and also to individuals; ability to provide classroom and other instructions on the operation, maintenance and safety of a Wastewater Treatment Plant.
- Ability to define problems, collect data, interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, calculate figures, decimals, fractions, percents, averages, conversions and solve for unknown values; must possess the ability to apply concepts of basic algebra and geometry such as linear, area and volume measurements; must be able to solve mathematical word problems and set up and solve difficult wastewater formulas.
- Ability to occasionally work beyond normal hours, at night or weekends, and to travel to various seminars or training classes as required to keep current in the wastewater profession and to maintain the required licenses.
- Maintain facial hair in compliance with Federal Regulations to be able to wear a Self-Contained Breathing Apparatus (SCBA) while performing chemical handling duties.

- Must successfully pass a criminal background check, Work Steps physical, respirator physical and SCBA fit test.
- Ability to regularly work beyond the scheduled work shift, including nights, weekends and holidays, and to travel to various seminars or training classes as required to keep current in the wastewater profession.
- Complete all required City of Frederick training.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 55 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must wear safety toe boots while performing the duties of this job.

WORK ENVIRONMENT/CONDITION: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, high precarious places, work in confined spaces, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock and vibration. The employee is routinely exposed to wastewater liquids and solids. Work involves exposure too, and the handling of, highly hazardous chemicals. The noise level in the work environment is usually moderate.

Equal Opportunity Employer